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ABSTRACT

The document contains 20 ecological inventories (developed at the University of Minnesota and the University of Alberta) to help severely disabled students learn functional living skills. The ecological approach is designed to uncover the functions critical for success in specific environments which the student frequently encounters. Matching the student's current functioning against the needed skills produces an individualized listing of training objectives. Subenvironments are identified within each of 20 environments, and activities and functions for each are further broken down. Environments, as developed by teachers, multidisciplinary staff members, and university students, are grouped according to major domain areas, such as: domestic (group home kitchen); vocational and school (enclave work area, portable junior high school); recreation and leisure (art museum, zoo, swimming pool, movie theatres, and roller skating rink); and community (grocery store, bus depot, community hall). (CL)

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ECOLOGICAL INVENTORY EXEMPLARS

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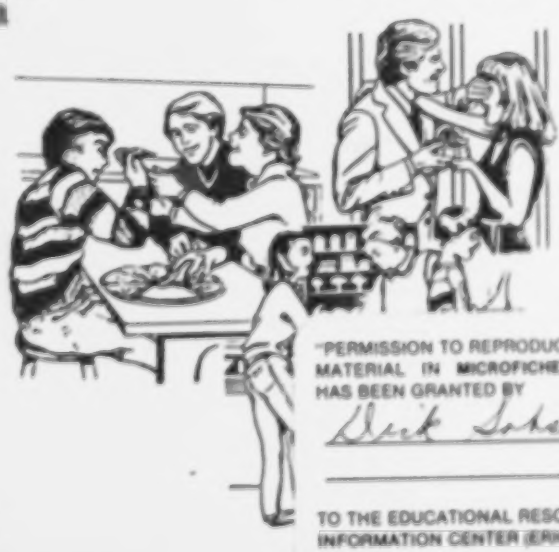

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Ecological Inventory Exemplars

Edited By

Dick Sobsey

University of Alberta

Published By

The Department Of Educational Psychology

University of Alberta

Edmonton, Alberta, 1987

Dedicated to

David Baine

in recognition of his exemplary work

in international special education

and the ecological inventory process

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INTRODUCTION

Ecological inventory is the process of systematic identification of all of the functions critical for success in the collection of settings that one individual currently encounters and can be expected to encounter in the future. This process requires identifying the environments, often grouped into (major life areas or *domains*), determining the activities that normally occur in those environments, and subsequently determining the critical functions for the activities identified. Critical functions refer to the effects that the individuals behavior produce rather than the specific responses. since each person's unique set of abilities and disabilities will influence the precise forms of behavior used to accomplish a critical function. For example, all students in a given school may need to travel from classroom to cafeteria, but the specific behavior they use (e.g. , walking, wheeling their wheelchair) will differ.

The Purpose of Ecological Inventory is to generate the most relevant possible set of training objectives possible for each student. Once ecological inventory is completed and all environmental requirements have been identified, a discrepancy analysis compares the student's current level of performance to the required critical functions. Those that are not yet in the students repertoire are then identified as the objectives for that student's educational program. Thus, each student's current and future environments become the basis for that individual's curriculum.

The use of ecological inventory to develop individualized educational programs is particularly important for students with severe handicaps, because developmentally normed curricula become increasingly inappropriate with the severity of handicap. Not only do students with more severe handicaps exhibit greater variability in sequence and speed of development, but the increasing gap that typically appears between their current function and that of their age-peers makes most age-appropriate objectives inaccessible through developmental curricula. There are simply too many basic objectives that remain to be mastered at early developmental levels and that have little current value to the individual for the more developmentally advanced objectives ever to be reached. If we spend our time trying to teach a ten-year-old how to behave like a two-year-old, there will never be time to teach the child things that other ten-year-olds do.

The ecological approach avoids this dilemma by its focus directly on current and future needs (ignoring previous needs as irrelevant). It provides an individualized set of objectives based on what the learner needs to do in the environments that he or she commonly encounters or can be expected to encounter in the future. This principle was put forward by Lou Brown, Mary Falvey and others in 1979 (Brown, Branston , Baumgart, Vincent, Falvey, & Schroeder, 1979) based on previous efforts at curriculum development. The ecological inventory procedures described required (1) determining the most relevant and functional **current and future environments** (commonly grouped into domestic, leisure, community and vocational domains), (2) identifying **relevant subenvironments** within those environments, (3) identifying **activities** that typically occur in those subenvironments, (4) determining the **skills or functions** required to participate in those activities. Critical functions have often been identified rather than skills since these allow any of a wide range of behaviors that accomplish the same effect rather than being limited to a specific form of the behavior (White, 1980).

Unfortunately, two obstacles have commonly impeded teachers from adopting the ecological inventory strategy. First, while the process has been well explained, examples are typically limited to brief excerpts. This has made initiation of the process difficult for many teachers who want more explicit and comprehensive models to follow. Second, preparation of complete ecological inventories appears to require a great deal of time and many teachers feel they cannot devote the required time to the process.

This collection of environmental inventories has been assembled to provide a more complete example for teachers and other members of program planning teams. It is not intended to represent a complete ecological inventory for any one student, but rather a variety of environments appropriate for many different students. Since the specific environments included are probably unique, they cannot generally be applied to other geographical locations. The similarity between environments in different locations, however, may allow the adaptation of some inventory content to new locations. For example, a MacDonald's fast food restaurant in Albuquerque, new Mexico will not be exactly the same as one in Portland, Maine, but there may be enough similarities in subenvironments, activities , and critical functions for a teacher assessing one to adapt some content from a previous environmental inventory of the other.

The environmental inventories that follow were developed by teachers, other multi-disciplinary team members, and university students at the University of Minnesota and the University of Alberta. They were selected for inclusion in this collection on the basis of overall quality, content, and format. They are grouped according to major domain areas. They include examples from large metropolitan areas, Minneapolis and Edmonton, and from sparsely populated areas, such as Cambridge Bay in the arctic. They provide useful examples of the process of generating individual curricula suited to the student and environment.

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Brown, L., Branston, M., Baumgart, D., Vincent, L., Falvey, M,. & Schroeder, J. (1979). Using the characteristics of current and subsequent least restrictive environment in development of curricular content for severely handicapped students. ***AAESPH Review,*** *4*, 407-424.

White, O. R. (1980). Adaptive performance objectives: Form versus function. In W. Sailor, B. Wilcox, & L. Brown, (Eds.) ***Methods of instruction for severely; handicapped students*** (pp. 47-69). Baltimore: Paul H. Brookes.

DOMESTIC ENVIRONMENTS

ECOLOGICAL INVENTORY

Domain: Domestic

Environment: Group home

Subenvironment
Focussed On: Kitchen

Exemplar Observed: Catholic Social Services' group home for severely handicapped adolescents, Wetaskiwin

Assessor: Michael Dreimanis

Subenvironment

1. Kitchen → Activities

1. Cooking with microwave → Functions
2. Fry food
3. Bake food
4. Boil food
5. Broil food
6. Pour liquids into serving jugs
7. Make sandwiches
8. Pack lunch
9. Wash dishes with dishwasher
10. Unload dishwasher and put dishes away
11. Wash pots and pans
12. Dry pots and pans
13. Make coffee
14. Make tea
15. Pour hot drinks
16. Pour cold drinks
17. Put food away after shopping
18. Clean counters
19. Sweep floor
20. Wash floor
21. Clean oven
22. Clean dishwasher
23. Clean cupboards
24. Clean sink
25. Clean refrigerator

1. Find required recipe in cookbook or recipe box
2. Get required ingredients from pantry
3. Get required spices from spice rack
4. Open refrigerator
5. Get required ingredients from refrigerator
6. Close refrigerator
7. Get required utensils from kitchen drawer
8. Get required utensils from kitchen rack
9. Open any cans needed with can opener
10. Get required mixing bowl and cooking dish from cupboard
11. Measure required ingredients into mixing bowl or cooking dish
12. Prepare food according to recipe
13. Place food in cooking dish
14. Open microwave door
15. Place dish in microwave
16. Set time and level on microwave
17. Close microwave door
18. Push button to start
19. When bell rings, open microwave door
20. Put on oven mitts
21. Remove cooking dish to hot pad on counter
22. Hang up oven mitts
23. Place leftover ingredients back in pantry
24. Open refrigerator door
25. Place leftover ingredients back in refrigerator
26. Place spice jars back in spice rack

Subenvironment

1. Kitchen → Activities

1. Cooking with microwave
2. Fry food → Functions
3. Bake food
4. Boil food
5. Broil food
6. Pour liquids into serving jugs
7. Make sandwiches
8. Pack lunch
9. Wash dishes with dishwasher
10. Unload dishwasher and put dishes away
11. Wash pots and pans
12. Dry pots and pans
13. Make coffee
14. Make tea
15. Pour hot drinks
16. Pour cold drinks
17. Put food away after shopping
18. Clean counters
19. Sweep floor
20. Wash floor
21. Clean oven
22. Clean dishwasher
23. Clean cupboards
24. Clean sink
25. Clean refrigerator

Functions

1. Find required recipe in cookbook or recipe box
2. Get required ingredients from pantry
3. Get required spices from spice rack
4. Open refrigerator
5. Get required ingredients refrigerator
6. Close refrigerator
7. Get required utensils from kitchen drawer
8. Get required utensils from kitchen rack
9. Open any cans needed with can opener
10. Get required mixing bowls from cupboard
11. Get frying pan from cupboard
12. Measure required ingredients into mixing bowl
13. Prepare food according to recipe
14. Put cooking liquid in pan
15. Turn on burner to correct level
16. Put on oven mitts
17. Place food in frying pan
18. Turn food over if required
19. Stir food if required
20. Remove frying pan from heat when food is cooked
21. Turn off burner
22. Serve food onto serving bowl or platter
23. Hang up oven mitts
24. Place leftover ingredients back in pantry
25. Open refrigerator
26. Place leftover ingredients back in refrigerator
27. Close refigerator
28. Place spice jars back in spice rack

Subenvironment

1. Kitchen → Activities

1. Cooking with microwave
2. Fry food
3. Bake food → Functions
4. Boil food
5. Broil food
6. Pour liquids into serving jugs
7. Make sandwiches
8. Pack lunch
9. Wash dishes with dishwasher
10. Unload dishwasher and put dishes away
11. Wash pots and pans
12. Dry pots and pans
13. Make coffee
14. Make tea
15. Pour hot drinks
16. Pour cold drinks
17. Put food away after shopping
18. Clean counters
19. Sweep floor
20. Wash floor
21. Clean oven
22. Clean dishwasher
23. Clean cupboards
24. Clean sink
25. Clean refrigerator

1. Find required recipe in cookbook or recipe box
2. Get required ingredients from pantry
3. Get required spices from spice rack
4. Open refrigerator
5. Get required ingredients from refrigerator
6. Close refrigerator
7. Get required utensils from kitchen drawer
8. Get required utensils from kitchen rack
9. Open any cans needed with can opener
10. Get required mixing bowls from cupboard
11. Turn oven to desired temperature
12. Measure required ingredients into mixing bowl or cooking dish
13. Prepare food according to recipe
14. Place food in cooking dish
15. When oven has reached correct temperature, put on oven mitts
16. Open oven door
17. Place cooking dish in oven
18. Close oven door
19. Hang up oven mitts
20. Set timer
21. When timer rings, put on oven mitts
22. Open oven door
23. Remove food to hot pad if cooked
24. Close oven door
25. Serve food into serving dish

Activities

3. Bake food ⟶ Functions (cont'd)

26. Hang up oven mitts
27. Place leftover ingredients back in pantry
28. Open refrigerator
29. Place leftover ingredients back in refrigerator
30. Close refrigerator
31. Place spice jars back in spice rack

Subenvironment

1. Kitchen → Activities

1. Cooking with microwave
2. Fry food
3. Bake food
4. Boil food → Functions
5. Broil food
6. Pour liquids into serving jugs
7. Make sandwiches
8. Pack lunch
9. Wash dishes with dishwasher
10. Unload dishwasher and put dishes away
11. Wash pots and pans
12. Dry pots and pans
13. Make coffee
14. Make tea
15. Pour hot drinks
16. Pour cold drinks
17. Put food away after shopping
18. Clean counters
19. Sweep floor
20. Wash floor
21. Clean oven
22. Clean dishwasher
23. Clean cupboards
24. Clean sink
25. Clean refrigerator

Functions

1. Find required recipe in cookbook or recipe box
2. Get required ingredients from pantry
3. Get required spices from spice rack
4. Open refrigerator
5. Get required ingredients from refrigerator
6. Close refrigerator
7. Get required utensils from kitchen drawer
8. Get required utensils from kitchen rack
9. Open any cans needed with can opener
10. Get required mixing bowls from cupboard
11. Measure required ingredients into mixing bowl or pot
12. Prepare food according to recipe
13. Place food in pot
14. Put pot on burner
15. Turn burner on to required level
16. Put on oven mitts
17. Stir food as required
18. Remove pot to hot pad when food is cooked
19. Turn burner off
20. Serve food into serving bowl
21. Hang up oven mitts
22. Place leftover ingredients back in pantry
23. Open refrigerator
24. Place leftover ingredients back in refrigerator
25. Close refrigerator
26. Place spice jars back in spice rack

Subenvironment

1. Kitchen → Activities

1. Cooking with microwave
2. Fry food
3. Bake food
4. Boil food
5. Broil food → Functions
6. Pour liquids into serving jugs
7. Make sandwiches
8. Pack lunch
9. Wash dishes with dishwasher
10. Unload dishwasher and put dishes away
11. Wash pots and pans
12. Dry pots and pans
13. Make coffee
14. Make tea
15. Pour hot drinks
16. Pour cold drinks
17. Put food away after shopping
18. Clean counters
19. Sweep floor
20. Wash floor
21. Clean oven
22. Clean dishwasher
23. Clean cupboards
24. Clean sink
25. Clean refrigerator

1. Find required recipe in cookbook or recipe box
2. Get required ingredients from pantry
3. Get required spices from spice rack
4. Open refrigerator
5. Get required ingredients from refrigerator
6. Close refrigerator
7. Get required utensils from kitchen drawer
8. Get required utensils from kitchen rack
9. Open any cans needed with can opener
10. Get required mixing bowls from cupboard
11. Measure required ingredients into mixing bowl
12. Prepare food according to recipe
13. Turn oven on to 'broil'
14. Put on oven mitts
15. Open broiler door on oven
16. Slide broiler pan out
17. Place food on broiler pan
18. Slide broiler pan in
19. Close broiler door on oven
20. Turn timer to required setting
21. When bell rings, open broiler door
22. Slide broiler pan out
23. Turn food if needed
24. Slide broiler pan in
25. Close broiler door

Activities

5. Broil food ——→ Functions (cont'd)

26. Set timer at required setting
27. When bell rings, open broiler door
28. Slide broiler pan out
29. Remove food to serving dish
30. Slide broiler pan in
31. Close broiler door
32. Hang up oven mitts
33. Place leftover ingredients back in pantry
34. Open refrigerator
35. Place leftover ingredients back in refrigerator
36. Close refrigerator
37. Place spice jars back in spice rack

Subenvironment

1. Kitchen → Activities

1. Cooking with microwave
2. Fry food
3. Bake food
4. Boil food
5. Broil food
6. Pour liquids into serving jugs → Functions
   1. Get serving jug from cupboard
   2. Get can of juice from pantry
   3. Open can of juice with can opener
   4. Pour juice into serving jug
   5. Open refrigerator
   6. Put serving jug into refrigerator
   7. Close refrigerator
7. Make sandwiches
8. Pack lunch
9. Wash dishes with dishwasher
10. Unload dishwasher and put dishes away
11. Wash pots and pans
12. Dry pots and pans
13. Make coffee
14. Make tea
15. Pour hot drinks
16. Pour cold drinks
17. Put food away after shopping
18. Clean counters
19. Sweep floor
20. Wash floor
21. Clean oven
22. Clean dishwasher
23. Clean cupboards
24. Clean sink
25. Clean refrigerator

Subenvironment

1. Kitchen → Activities

1. Cooking with microwave
2. Fry food
3. Bake food
4. Boil food
5. Broil food
6. Pour liquids into serving jugs
7. Make sandwiches → Functions
8. Pack lunch
9. Wash dishes with dishwasher
10. Unload dishwasher and put dishes away
11. Wash pots and pans
12. Dry pots and pans
13. Make coffee
14. Make tea
15. Pour hot drinks
16. Pour cold drinks
17. Put food away after shopping
18. Clean counters
19. Sweep floor
20. Wash floor
21. Clean oven
22. Clean dishwasher
23. Clean cupboards
24. Clean sink
25. Clean refrigerator

Functions

1. Open breadbox
2. Remove bread
3. Take the required number of bread slices from bread bag
4. Open refrigerator
5. Get required ingredients from refrigerator
6. Close refrigerator
7. Get required ingredients from pantry
8. Get required utensils from kitchen drawer
9. Open margarine container
10. Spread margarine on one slice of bread
11. Close margarine container
12. Spread sandwich spread on buttered slice of bread if desired
13. Place food slices (meat, cheese, sausage) on buttered slice of bread if desired
14. Place unbuttered slice of bread on top of the prepared slice
15. Return leftover ingredients to pantry
16. Open refrigerator
17. Place leftover ingredients back in refrigerator
18. Close refrigerator
19. Return bread to breadbox
20. Close breadbox

Subenvironment

1. Kitchen → Activities

1. Cooking with microwave
2. Fry food
3. Bake food
4. Boil food
5. Broil food
6. Pour liquids into serving jugs
7. Make sandwiches
8. Pack lunch → Functions
9. Wash dishes with dishwasher
10. Unload dishwasher and put dishes away
11. Wash pots and pans
12. Dry pots and pans
13. Make coffee
14. Make tea
15. Pour hot drinks
16. Pour cold drinks
17. Put food away after shopping
18. Clean counters
19. Sweep floor
20. Wash floor
21. Clean oven
22. Clean dishwasher
23. Clean cupboards
24. Clean sink
25. Clean refrigerator

1. Get plastic wrap from cupboard
2. Tear off sheet of plastic wrap
3. Return plastic wrap to cupboard
4. Wrap sandwich in plastic wrap
5. Get lunch box with thermos from cupboard
6. Open refrigerator
7. Open fruit drawer
8. Select fruit
9. Close fruit drawer
10. Take serving jug of juice
11. Close refrigerator
12. Open thermos
13. Fill thermos with juice
14. Close thermos
15. Get desired snack from pantry (granola bar, cookies, etc.)
16. Open refrigerator
17. Return serving jug to refrigerator
18. Close refrigerator
19. Open lunch box
20. Place sandwich in lunch box
21. Place fruit in lunch box
22. Place thermos in lunch box
23. Close lunch box

Subenvironment

1. Kitchen → Activities

1. Cooking with microwave
2. Fry food
3. Bake food
4. Boil food
5. Broil food
6. Pour liquids into serving jugs
7. Make sandwiches
8. Pack lunch
9. Wash dishes with dishwasher → Functions
10. Unload dishwasher and put dishes away
11. Wash pots and pans
12. Dry pots and pans
13. Make coffee
14. Make tea
15. Pour hot drinks
16. Pour cold drinks
17. Put food away after shopping
18. Clean counters
19. Sweep floor
20. Wash floor
21. Clean oven
22. Clean dishwasher
23. Clean cupboards
24. Clean sink
25. Clean refrigerator

Functions

1. Open dishwasher
2. Open soap container on door
3. Get dishwasher soap from cupboard
4. Pour soap into soap container
5. Close soap container
6. Slide bottom rack of dishwasher out
7. Turn on faucet at sink
8. Rinse each dish and utensil
9. Scrape excess food off each dish and utensil
10. Place dishes in bottom rack
11. Place utensils in bottom rack
12. Slide bottom rack in
13. Slide upper rack out
14. Rinse each cup, glass and small dish
15. Place each cup in upper rack
16. Place each glass in upper rack
17. Place each small dish in upper rack
18. Slide in upper rack
19. Close dishwasher
20. Set dishwasher controls
21. Lock door to start
22. Put dishwasher soap back in cupboard

Subenvironment

1. Kitchen → Activities

1. Cooking with microwave
2. Fry food
3. Bake food
4. Boil food
5. Broil food
6. Pour liquids into serving jugs
7. Make sandwiches
8. Pack lunch
9. Wash dishes with dishwasher
10. Unload dishwasher and put dishes away → Functions
11. Wash pots and pans
12. Dry pots and pans
13. Make coffee
14. Make tea
15. Pour hot drinks
16. Pour cold drinks
17. Put food away after shopping
18. Clean counters
19. Sweep floor
20. Wash floor
21. Clean oven
22. Clean dishwasher
23. Clean cupboards
24. Clean sink
25. Clean refrigerator

1. When dishwasher stops, open dishwasher door
2. Slide bottom rack out
3. Open cupboard where dishes are stored
4. Place dishes in cupboard
5. Close cupboard door
6. Open drawer where utensils are kept
7. Place utensils in correct place in drawer
8. Close drawer
9. Slide bottom rack in
10. Slide upper rack out
11. Open cupboard door where cups, glasses and small dishes are kept
12. Place cups in cupboard
13. Place glasses in cupboard
14. Place small dishes in cupboard
15. Close cupboard door
16. Slide upper rack in
17. Close dishwasher

Subenvironment

1. Kitchen → Activities

1. Cooking with microwave
2. Fry food
3. Bake food
4. Boil food
5. Broil food
6. Pour liquids into serving jugs
7. Make sandwiches
8. Pack lunch
9. Wash dishes with dishwasher
10. Unload dishwasher and put dishes away
11. Wash pots and pans → Functions
12. Dry pots and pans
13. Make coffee
14. Make tea
15. Pour hot drinks
16. Pour cold drinks
17. Put food away after shopping
18. Clean counters
19. Sweep floor
20. Wash floor
21. Clean oven
22. Clean dishwasher
23. Clean cupboards
24. Clean sink
25. Clean refrigerator

Functions

1. Get dishes for leftovers from cupboard
2. Place leftover food from pots or pans in dishes
3. Get plastic wrap from cupboard
4. Tear off sheet(s) of plastic wrap
5. Cover dish(es) of leftovers with plastic wrap
6. Return plastic wrap to cupboard
7. Open refrigerator
8. Place dishes of leftovers in refrigerator
9. Close refrigerator
10. Get dish soap from cupboard
11. Put a small amount of dish soap in first sink
12. Fill first sink with water at desired temperature
13. Get scouring pad from cupboard beneath sink
14. Fill second sink with water at desired temperature

Activities

11. Wash pots and pans → Functions (cont'd)

15. Place first pot or pan in first sink
16. Scrub with scouring pad
17. Rinse in second sink
18. Place in dish rack
19. Repeat 15-18 with each pot or pan
20. Pull plug in sink
21. Rinse excess soap down drain with water

Subenvironment

1. Kitchen → Activities

1. Cooking with microwave
2. Fry food
3. Bake food
4. Boil food
5. Broil food
6. Pour liquids into serving jugs
7. Make sandwiches
8. Pack lunch
9. Wash dishes with dishwasher
10. Unload dishwasher and put dishes away
11. Wash pots and pans
12. Dry pots and pans → Functions
13. Make coffee
14. Make tea
15. Pour hot drinks
16. Pour cold drinks
17. Put food away after shopping
18. Clean counters
19. Sweep floor
20. Wash floor
21. Clean oven
22. Clean dishwasher
23. Clean cupboards
24. Clean sink
25. Clean refrigerator

Functions

1. Get dishtowel from cupboard
2. Dry each pot and pan
3. Put each pot and pan away in cupboard
4. Hang up dishtowel

Subenvironment

1. Kitchen → Activities

1. Cooking with microwave
2. Fry food
3. Bake food
4. Boil food
5. Broil food
6. Pour liquids into serving jugs
7. Make sandwiches
8. Pack lunch
9. Wash dishes with dishwasher
10. Unload dishwasher and put dishes away
11. Wash pots and pans
12. Dry pots and pans
13. Make coffee → Functions
14. Make tea
15. Pour hot drinks
16. Pour cold drinks
17. Put food away after shopping
18. Clean counters
19. Sweep floor
20. Wash floor
21. Clean oven
22. Clean dishwasher
23. Clean cupboards
24. Clean sink
25. Clean refrigerator

1. Turn coffee maker off
2. Empty grounds from coffee maker into garbage
3. Rinse out receptacle for ground coffee
4. Get coffee filter from pantry
5. Insert coffee filter into receptacle
6. Get ground coffee from pantry
7. Measure desired amount of coffee into receptacle
8. Put coffee back in pantry
9. Put receptacle back in coffee maker
10. Rinse out coffee pot with water
11. Fill coffee pot with cold water
12. Pour cold water into back of coffee maker
13. Put coffee pot on hot plate beneath receptacle
14. Turn coffee maker on

Subenvironment

1. Kitchen → Activities

1. Cooking with microwave
2. Fry food
3. Bake food
4. Boil food
5. Broil food
6. Pour liquids into serving jugs
7. Make sandwiches
8. Pack lunch
9. Wash dishes with dishwasher
10. Unload dishwasher and put dishes away
11. Wash pots and pans
12. Dry pots and pans
13. Make coffee
14. Make tea → Functions
15. Pour hot drinks
16. Pour cold drinks
17. Put food away after shopping
18. Clean counters
19. Sweep floor
20. Wash floor
21. Clean oven
22. Clean dishwasher
23. Clean cupboards
24. Clean sink
25. Clean refrigerator

Functions

1. Get teapot from cupboard
2. Get kettle from cupboard
3. Fill kettle with water
4. Plug in kettle
5. Discard old teabags from teapot
6. Rinse teapot out with water
7. Get teabags from pantry
8. Place teabags in teapot
9. Fill teapot when water in kettle boils
10. Empty excess water from kettle
11. Put kettle back in cupboard

Subenvironment

1. Kitchen → Activities

1. Cooking with microwave
2. Fry food
3. Bake food
4. Boil food
5. Broil food
6. Pour liquids into serving jugs
7. Make sandwiches
8. Pack lunch
9. Wash dishes with dishwasher
10. Unload dishwasher and put dishes away
11. Wash pots and pans
12. Dry pots and pans
13. Make coffee
14. Make tea
15. Pour hot drinks → Functions
16. Pour cold drinks
17. Put food away after shopping
18. Clean counters
19. Sweep floor
20. Wash floor
21. Clean oven
22. Clean dishwasher
23. Clean cupboards
24. Clean sink
25. Clean refrigerator

1. Get cup(s) from cupboard
2. Pick up teapot or coffee pot
3. Fill cup(s) with tea or coffee
4. Open refrigerator
5. Get milk from refrigerator
6. Pour desired amount of milk into cup(s)
7. Place milk back in refrigerator
8. Close refrigerator
9. Get teaspoon from kitchen drawer
10. Get sugar bowl from cupboard
11. Spoon desired amount of sugar into cup(s)
12. Put sugar bowl back in cupboard
13. Put teaspoon in sink

Subenvironment

1. Kitchen ⟶ Activities

1. Cooking with microwave
2. Fry food
3. Bake food
4. Boil food
5. Broil food
6. Pour liquids into serving jugs
7. Make sandwiches
8. Pack lunch
9. Wash dishes with dishwasher
10. Unload dishwasher and put dishes away
11. Wash pots and pans
12. Dry pots and pans
13. Make coffee
14. Make tea
15. Pour hot drinks
16. Pour cold drinks ⟶ Functions
17. Put food away after shopping
18. Clean counters
19. Sweep floor
20. Wash floor
21. Clean oven
22. Clean dishwasher
23. Clean cupboards
24. Clean sink
25. Clean refrigerator

Functions

1. Get glass(es) from cupboard
2. Open refrigerator
3. Pick up serving jug
4. Fill glass(es) with juice
5. Put serving jug back in refrigerator
6. Close refrigerator

Subenvironment

1. Kitchen → Activities

1. Cooking with microwave
2. Fry food
3. Bake food
4. Boil food
5. Broil food
6. Pour liquids into serving jugs
7. Make sandwiches
8. Pack lunch
9. Wash dishes with dishwasher
10. Unload dishwasher and put dishes away
11. Wash pots and pans
12. Dry pots and pans
13. Make coffee
14. Make tea
15. Pour hot drinks
16. Pour cold drinks
17. Put food away after shopping → Functions

(Empty grocery bags one at a time)

1. Open freezer door
2. Place meat and frozen foods in freezer
3. Close freezer door
4. Open refrigerator door
5. Open fruit drawer
6. Place fruit in fruit drawer
7. Open vegetable drawer
8. Place vegetables in vegetables drawer
9. Close fruit drawer
10. Close vegetables drawer
11. Place perishables in refrigerator
12. Close refrigerator
13. Place canned and dry goods in pantry
14. Place cleaning goods in cupboard
15. Place dangerous cleaning materials in storage closet

18. Clean counters
19. Sweep floor
20. Wash floor
21. Clean oven
22. Clean dishwasher
23. Clean cupboards
24. Clean sink
25. Clean refrigerator

Subenvironment

1. Kitchen → Activities

1. Cooking with microwave
2. Fry food
3. Bake food
4. Boil food
5. Broil food
6. Pour liquids into serving jugs
7. Make sandwiches
8. Pack lunch
9. Wash dishes with dishwasher
10. Unload dishwasher and put dishes away
11. Wash pots and pans
12. Dry pots and pans
13. Make coffee
14. Make tea
15. Pour hot drinks
16. Pour cold drinks
17. Put food away after shopping
18. Clean counters → Functions
19. Sweep floor
20. Wash floor
21. Clean oven
22. Clean dishwasher
23. Clean cupboards
24. Clean sink
25. Clean refrigerator

1. Get dishcloth from cupboard beneath sink
2. Turn on faucet at sink
3. Wet dishcloth
4. Turn faucet off at sink
5. Wring dishcloth out
6. Wipe counters with dishcloth
7. When dishcloth gets dirty, turn faucet on at sink
8. Rinse dishcloth clean
9. Turn faucet off
10. Wipe remaining counters with dishcloth
11. Turn faucet on
12. Rinse dishcloth clean
13. Hang dishcloth to dry on tap

Subenvironment

1. Kitchen ⟶ Activities

1. Cooking with microwave
2. Fry food
3. Bake food
4. Boil food
5. Broil food
6. Pour liquids into serving jugs
7. Make sandwiches
8. Pack lunch
9. Wash dishes with dishwasher
10. Unload dishwasher and put dishes away
11. Wash pots and pans
12. Dry pots and pans
13. Make coffee
14. Make tea
15. Pour hot drinks
16. Pour cold drinks
17. Put food away after shopping
18. Clean counters
19. Sweep floor ⟶ Functions
20. Wash floor
21. Clean oven
22. Clean dishwasher
23. Clean cupboards
24. Clean sink
25. Clean refrigerator

1. Get broom and dustpan from storage closet
2. Sweep kitchen floor
3. Sweep dirt into dustpan
4. Empty dirt in dustpan into garbage
5. Return broom and dustpan to cupboard

Subenvironment

1. Kitchen → Activities

1. Cooking with microwave
2. Fry food
3. Bake food
4. Boil food
5. Broil food
6. Pour liquids into serving jugs
7. Make sandwiches
8. Pack lunch
9. Wash dishes with dishwasher
10. Unload dishwasher and put dishes away
11. Wash pots and pans
12. Dry pots and pans
13. Make coffee
14. Make tea
15. Pour hot drinks
16. Pour cold drinks
17. Put food away after shopping
18. Clean counters
19. Sweep floor
20. Wash floor → Functions
21. Clean oven
22. Clean dishwasher
23. Clean cupboards
24. Clean sink
25. Clean refrigerator

1. Get mop and pail from storage closet
2. Put cleaning agent in pail
3. Fill pail half full with water
4. Put mop in pail and wet thoroughly
5. Wring mop out
6. Wash floor
7. When mop gets dirty, put it back in pail and wet thoroughly
8. Wring mop out
9. Wash remaining parts of floor
10. Turn faucet on
11. Rinse mop in sink
12. Turn faucet off
13. Wring mop out
14. Empty pail in sink
15. Turn faucet on
16. Rinse pail at sink
17. Turn faucet off
18. Put mop and pail away in storage closet

Subenvironment

1. Kitchen → Activities

1. Cooking with microwave
2. Fry food
3. Bake food
4. Boil food
5. Broil food
6. Pour liquids into serving jugs
7. Make sandwiches
8. Pack lunch
9. Wash dishes with dishwasher
10. Unload dishwasher and put dishes away
11. Wash pots and pans
12. Dry pots and pans
13. Make coffee
14. Make tea
15. Pour hot drinks
16. Pour cold drinks
17. Put food away after shopping
18. Clean counters
19. Sweep floor
20. Wash floor
21. Clean oven → Functions
22. Clean dishwasher
23. Clean cupboards
24. Clean sink
25. Clean refrigerator

1. Get dishcloth and cleanser from cupboard beneath sink
2. Turn on faucet at sink
3. Wet dishcloth
4. Turn off faucet at sink
5. Wring dishcloth out
6. Sprinkle cleanser on dishcloth
7. Get four aluminum spatter trays from pantry
8. Lift tops off burners on stove
9. Place dirty spatter trays in garbage
10. Wipe around burners with dishcloth
11. Place new spatter trays beneath burners
12. Replace tops on burners
13. Wipe top and sides of stove with dishcloth

Activities

21. Clean oven ——→ Functions (cont'd)

14. When dishcloth gets dirty, turn faucet on at sink
15. Rinse dishcloth clean
16. Turn faucet off
17. Sprinkle cleanser on dishcloth
18. Wipe remaining parts of stove top and sides with dishcloth
19. Get oven cleaner from storage closet
20. Spray inside of oven with oven cleaner
21. Get dishrags from cupboard
22. Get plastic gloves from cupboard
23. Put on plastic gloves
24. Wipe inside of oven with dishrags
25. Place dishrags in garbage
26. Turn faucet on
27. Rinse plastic gloves under water
28. Put plastic gloves away in cupboard
29. Return oven cleaner to storage cupboard
30. Return cleanser to cupboard
31. Turn faucet on
32. Rinse dishcloth clean
33. Hang dishcloth to dry on tap

Subenvironment

1. Kitchen → Activities

1. Cooking with microwave
2. Fry food
3. Bake food
4. Boil food
5. Broil food
6. Pour liquids into serving jugs
7. Make sandwiches
8. Pack lunch
9. Wash dishes with dishwasher
10. Unload dishwasher and put dishes away
11. Wash pots and pans
12. Dry pots and pans
13. Make coffee
14. Make tea
15. Pour hot drinks
16. Pour cold drinks
17. Put food away after shopping
18. Clean counters
19. Sweep floor
20. Wash floor
21. Clean oven
22. Clean dishwasher → Functions
23. Clean cupboards
24. Clean sink
25. Clean refrigerator

1. Open dishwasher
2. Remove upper rack
3. Remove bottom rack
4. Remove filter screen
5. Turn faucet on
6. Rinse filter screen clean with water
7. Turn faucet off
8. Put filter screen back in dishwasher
9. Get dishcloth from cupboard beneath sink
10. Turn faucet on
11. Wet dishcloth
12. Turn faucet off
13. Wring dishcloth out
14. Wipe inside, top and front of dishwasher clean
15. When dishcloth gets too soapy or dirty, turn faucet on
16. Rinse dishcloth clean
17. Turn faucet off

Activities

22. Clean dishwasher → Functions (cont'd)

18. Wring dishcloth out
19. Wipe remaining parts of dishwasher clean
20. Wipe upper rack clean
21. Wipe bottom rack clean
22. Put upper rack back in dishwasher
23. Put bottom rack back in dishwasher
24. Close dishwasher
25. Turn faucet on
26. Rinse dishcloth clean
27. Turn faucet off
28. Hang dishcloth to dry on tap

Subenvironment

1. Kitchen

Activities

1. Cooking with microwave
2. Fry food
3. Bake food
4. Boil food
5. Broil food
6. Pour liquids into serving jugs
7. Make sandwiches
8. Pack lunch
9. Wash dishes with dishwasher
10. Unload dishwasher and put dishes away
11. Wash pots and pans
12. Dry pots and pans
13. Make coffee
14. Make tea
15. Pour hot drinks
16. Pour cold drinks
17. Put food away after shopping
18. Clean counters
19. Sweep floor
20. Wash floor
21. Clean oven
22. Clean dishwasher
23. Clean cupboards ⟶ Functions
24. Clean sink
25. Clean refrigerator

(Clean cupboards one at a time)

1. Get pail and cleaning agent from storage closet
2. Put cleaning agent in pail
3. Turn faucet on
4. Fill pail half full with water
5. Turn faucet off
6. Get dishrag from cupboard
7. Wet dishrag thoroughly
8. Open cupboard
9. Remove all items from cupboard
10. Wash cupboard shelves with dishrag

Activities

23. Clean cupboards ⟶ Functions (cont'd)

11. When dishrag is dirty, rinse it thoroughly in pail
12. Clean remaining parts of cupboard shelves
13. Turn faucet on
14. Rinse dishrag clean
15. Turn faucet off
16. Place dishrag on tap to dry
17. Empty pail into sink
18. Turn faucet on
19. Rinse pail clean
20. Turn faucet off
21. Put pail and cleaning agent back in storage closet
22. Put all items back in cupboard
23. Close cupboard door

Subenvironment

1. Kitchen ⟶ Activities

1. Cooking with microwave
2. Fry food
3. Bake food
4. Boil food
5. Broil food
6. Pour liquids into serving jugs
7. Make sandwiches
8. Pack lunch
9. Wash dishes with dishwasher
10. Unload dishwasher and put dishes away
11. Wash pots and pans
12. Dry pots and pans
13. Make coffee
14. Make tea
15. Pour hot drinks
16. Pour cold drinks
17. Put food away after shopping
18. Clean counters
19. Sweep floor
20. Wash floor
21. Clean oven
22. Clean dishwasher
23. Clean cupboards
24. Clean sink ⟶ Functions
25. Clean refrigerator

1. Get dishcloth and cleanser from cupboard beneath sink
2. Turn faucet on
3. Wet dishcloth
4. Turn faucet off
5. Sprinkle cleanser in both sinks
6. Wash each sink with dishcloth
7. Turn faucet on
8. Rinse each sink clean
9. Rinse dishcloth clean
10. Turn faucet off
11. Hang dishcloth on tap to dry
12. Put cleanser back in cupboard

Subenvironment

1. Kitchen → Activities

1. Cooking with microwave
2. Fry food
3. Bake food
4. Boil food
5. Broil food
6. Pour liquids into serving jugs
7. Make sandwiches
8. Pack lunch
9. Wash dishes with dishwasher
10. Unload dishwasher and put dishes away
11. Wash pots and pans
12. Dry pots and pans
13. Make coffee
14. Make tea
15. Pour hot drinks
16. Pour cold drinks
17. Put food away after shopping
18. Clean counters
19. Sweep floor
20. Wash floor
21. Clean oven
22. Clean dishwasher
23. Clean cupboards
24. Clean sink
25. Clean refrigerator → Functions

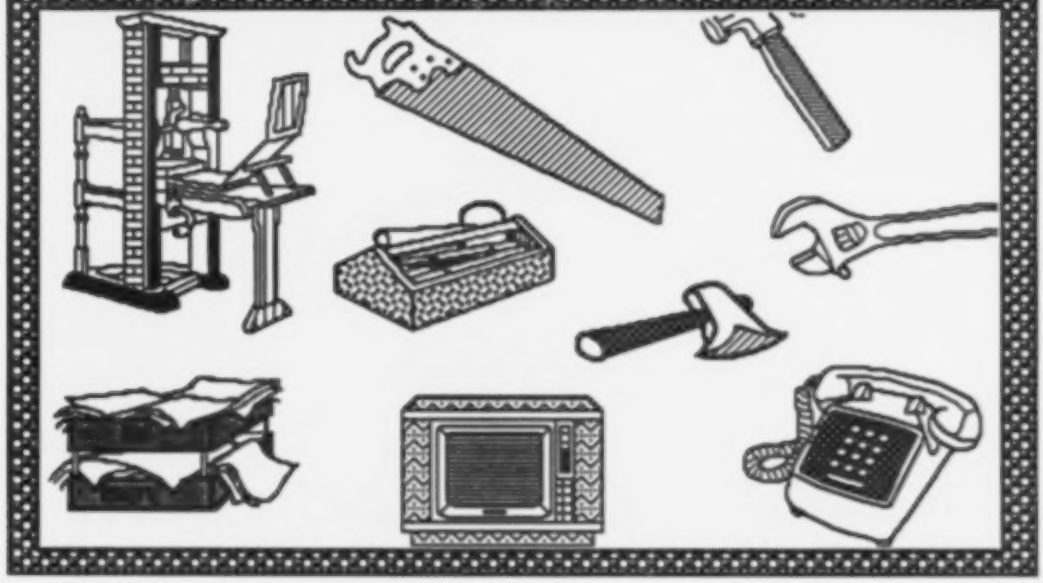
1. Open freezer door
2. Remove all frozen goods from freezer
3. Open refrigerator
4. Turn refrigerator off
5. Remove all food from refrigerator
6. Get pail and cleaning agent from storage closet
7. Put cleaning agent into pail
8. Turn faucet on
9. Fill pail half full with water
10. Turn faucet off
11. Get dishcloth from cupboard
12. Wet dishcloth thoroughly in pail

Activities

25. Clean refrigerator → Functions (cont'd)

13. Wipe inside and racks of refrigerator clean
14. When dishcloth gets dirty, rinse thoroughly in pail
15. Wipe remaining parts of refrigerator clean
16. Wipe inside of freezer clean
17. When dishcloth gets dirty, rinse thoroughly in pail
18. Wipe remaining parts of freezer clean
19. Turn faucet on
20. Rinse dishcloth clean
21. Turn faucet off
22. Hang dishcloth to dry on tap
23. Empty pail in sink
24. Turn faucet on
25. Rinse pail clean
26. Turn faucet off
27. Put pail and cleaning agent back in storage closet
28. Return frozen goods to freezer
29. Close freezer door
30. Return food to refrigerator
31. Turn refrigerator on
32. Close refrigerator door

VOCATIONAL & SCHOOL ENVIRONMENTS



ECOLOGICAL INVENTORY

DOMAIN: Vocational Area

ENVIRONMENT: Enclave Work Area

EXEMPLAR OBSERVED: Dice - A - Bed (this is a paper recycling operation, that makes bales of shredded paper for animal bedding.) Located in Edmonton, Alberta.

ASSESSOR: Karen Sward

SUBENVIRONMENTS

	Activities	Functions
(1) Parking lot		
(2) Coat rack	(1) Exit bus (car)	(1) Open door
(3) Lunch box shelves	(2) Cross lot safely	(2) Step down
(4) Work Area I,II,III	(3) Locate entrance	(3) Close door
(5) Restroom	(4) Locate exit	
(6) Lunchroom area	(5) Cross lot safely	
	(6) Locate bus (car)	
	(7) Enter bus (car)	
	(2) Cross lot safely	(1) Look both ways
		(2) Walk in right direction
	(3) Locate entrance	(1) Open door
		(2) Go inside
		(3) Close door
	(4) Locate exit	(1) Open door
		(2) Go outside
		(3) Close door
	(5) Cross lot safely	(1) Look both ways
		(2) Walk in right direction
	(6) Locate bus (car)	(1) Go to bus or car
	(7) Enter bus or car	(1) Find door
		(2) Open door
		(3) Step into bus (car)
		(4) Close door
(2) Coat rack	(1) Locate coat rack	(1) Remove coat (hat, gloves, etc.)
		(2) Place on hanger
		(3) Hang up
(3) Lunch box area	(1) Locate area	(1) Place lunch in own space
		(2) Go through door to work area

(4) Work areas

I Sorting area
II Operating area
III Bagging & sealing area

(1) Sorting Area
- (1) Locate paper bin
  - (1) Stand facing bin
- (2) Lower side of bin
- (3) Locate papers
- (4) Clean area

(2) Lower side of bin
- (1) Find pins on rt. side
- (2) Pull pins on rt. side
- (3) Find pins on lt. side
- (4) Pull pins on lt. side
- (5) lower side of bin

(3) Locate papers
- (1) Take out papers
- (2) Sort same size into pile
- (3) Pile neatly on table
- (4) Throw out any with staples
- (5) Throw out any with shiny paper
- (6) Throw discard into proper bin

(4) Clean area
- (1) Find broom
- (2) Sweep papers into piles close to discard bins
- (3) Pick up & throw into bin

II Operating area
- (1) Locate area
  - (1) Walk carefully
  - (2) Stand facing machine
- (2) Find start of machine
- (3) Locate paper piles
- (4) Check papers
- (5) Locate controls
- (6) Start machine
- (7) Feed machine
- (8) Stop machine

(2) Find start of machine
- (1) Go up steps

(3) Locate paper piles
- (1) Carry pile of papers to platform
- (2) Set on table top

(4) Check papers
- (1) Look for staples
- (2) Look for shiny paper
- (3) Throw discards on floor

	(5) Locate controls	(1) Stand close to control panel (2) Move rt. hand onto button
	(6) Start machine	(1) Press on button
	(7) Feed machine	(1) Put papers on moving conveyor belt, a few at a time (2) Keep some paper on belt all the time (3) Pick up more paper from lower table
	(8) Stop machine	(1) Move hand to stop button (2) Push stop button (3) Stop machine at appropriate times - lunch time - coffee times - when no paper to feed
III Bagging & sealing	(1) Locate plastic bags	(1) Take out of box (2) Open bag (3) Find place on machine to fit (4) Put bag on machine
	(2) Locate tape gun	(1) Take gun to back of machine (2) Make sure gun has tape in it (3) Set close ready to use
	(3) Take bale off machine	(1) Watch bale come out of machine (2) Hold it with 2 hands (3) Stand it on closed end (4) Put new bag on machine
	(4) Close bale	(1) Fold one side in (2) Fold opposite side in (3) Fold rt. end in (4) Fold lt. end in (5) Pick up tale gun (6) Put 3 stripes of tape on bale in 3 different places (7) Pick up bale (8) Stack neatly with other bales

(5) Restroom

(1) Locate
- (1) Find mens or womens
- (2) Go to right one
- (3) Enter

(2) Use toilet
(3) Wash hands
(4) Look in mirror
(5) Wash face as nec.
(6) Exit washroom

(2) Use toilet
- (1) Close door
- (2) (women) undo pants & lower
- (3) Lower underwear
- (4) Sit on toilet
- (5) Evacuate bowel or bladder
- (6) Use toilet paper
  - wipe front
  - wipe back
- (7) Stand
- (8) Pull up underwear
- (9) Pull up slacks
- (10) Pull up zipper
- (11) Flush toilet

(men)
- (2) Undo zipper
- (3) Extend penis
- (4) Stand infront of toilet
- (5) Urinate (if bowel relief nec. follow steps 2-10 on womens)
- (6) Use tissue as needs
- (7) Retract penis
- (8) Adjust underwear
- (9) Pull up zipper
- (10) Flush toilet

(3) Wash hands
- (1) Find sink
- (2) Move to sink
- (3) Turn on taps 1st cold then hot
- (4) Adjust temp. & flow of water
- (5) Put hands in water & out
- (6) Pick up soap
- (7) Scrub hands
- (8) Rinse hands
- (9) Turn off water
- (10) Locate towel holder
- (11) Pull out 1 paper towel
- (12) Dry hands
- (13) Put towel in waste container

	(4) Look in mirror	(1) Check to see if clothing neat (2) Check to see if face clean or dirty (3) If dirty wash
	(5) Wash face as nec.	(1) Turn on taps, cold, then hot (2) Wet hands in water (3) Pick up soap (4) Rub soap to make lather (5) Rub lather on face (6) Put hands in water (7) Bend over sink from waist (8) Bring hands out of water to face and rub on face to rinse face (9) Locate towel holder (10) Pull out paper towel (11) Dry face and hands on paper towel (12) Put towel in waste container
	(6) Exit washroom	(1) Open door (2) Step out (3) Do not close door (signal it is empty)
(6) Lunchroom area	(1) Enter	(1) Find right door (2) Open door (3) Step in (4) Close door
	(2) Pick up lunch (3) Take lunch to eating area (4) Eat lunch (5) Get something to drink (6) Clean up after lunch (7) Locate clock or person with watch (8) Return to work area	
	(2) Pick up lunch	(1) Go to lunch box area (2) Pick up own lunch
	(3) Take lunch to eating area	(1) Place lunch kit on table (2) Sit down (3) Open lunch kit (4) Take items out of kit

(4) Eat lunch
- (1) Open sandwiches
- (2) Eat sandwiches
- (3) Eat vegs & fruit
- (4) Drink juice or get H2O, coffee or pop

(5) Get something to drink
- a water
  - (1) Take own mug from lunch box area
  - (2) Go to tap at sink
  - (3) Turn on cold water
  - (4) Put cup under tap
  - (5) Fill cup
  - (6) Shut off tap
  - (7) Drink water
  - (8) Return cup to shelf
- b coffee
  - (1) Locate coffee pot on top of lunch box counter
  - (2) Locate own cup
  - (3) Pour coffee into cup
  - (4) Add cream or sugar
  - (5) Pick up stir stick
  - (6) Stir coffee
  - (7) Put stick in garbage
  - (8) Return to table
  - (9) Drink coffee
  - (10) Rinse cup at sink
  - (11) Place mug on shelf in own place
- c pop
  - (1) Locate fridge
  - (2) Open door of fridge
  - (3) Take out can of pop
  - (4) Close door of fridge
  - (5) Pay 50¢ in jar for pop
  - (6) Return to table
  - (7) Open can
  - (8) Drink pop
  - (9) Put empty can in tray by fridge

(6) Clean up lunch area
- (1) Pick up all paper and plastic
- (2) Put returnable things in lunch box
- (3) Put garbage in container
- (4) Wipe table as necessary

(7) Locate clock or person with watch
- (1) Read time or
- (2) Ask someone the time
- (3) If it is time, return to work

(8) Return to work area
- (1) Locate door
- (2) Open door
- (3) Go to work area

DOMAIN : Education
ENVIRONMENT : School - Junior High Portable
EXEMPLAR : Kugluktuk School, Coppermine, N.W.T.
OBSERVER : Lawrie McKeith

SUBENVIRONMENTS
1. ENTRANCE HALL/COATRACK AREA (arrival)
2. BATHROOM
3. INSTRUCTIONAL AREA
4. RESOURCE AREA
5. STUDY AREA
6. FREE READING/ACTIVITY AREA
7. TYPEWRITERS
8. ENTRANCE HALL/COATRACK AREA (dismissal)

ACTIVITY	FUNCTIONS
Entrance Hall/Coatrack Area (arrival)	
1. Remove Outerwear	Remove Outerwear
2. Put on inside shoes	1. Kick snow off boots at door
3. Collect homework and enter class area	2. Place homework on shelf above door
	3. Remove hat, gloves, scarf
	4. Remove coat
	5. Stick hat, gloves, scarf in coat sleeve
	6. Hang coat on hook
	7. Take boots off
	8. Place boots on rack
	Put On Inside Shoes
	1. Get shoes from top of desk or in bag
	2. Put shoes on
	3. Tie laces
	Collect Homework and Enter Class Area
	1. Take books from shelf above coatrack
	2. Take homework from binder
	3. Put homework in box marked "to be corrected" on teacher's desk
	4. Return borrowed texts or reference books
	5. Put away remaining books
	6. Sit in own desk
BATHROOM	
1. Leaving Class Area	Leaving Class Area

2. Using Toilet
3. Using Sink
4. Returning to Class Area

1. Wait until teacher is not talking/discussion not in progress, then quietly get up
2. Go to entrance area
3. Check that appropriate washroom is vacant
4. If washroom is in use, return to desk. Repeat steps 1-3 when classmate returns
5. If washroom is unoccupied, enter, turn on light, close door behind you

Using Toilet

1. Make sure bowl contains only a small amount of water
2. Use toilet
3. Do not put anything in the toilet which has not been eaten first, and the requisite length of paper
4. Pull handle forward until resistance is felt: allow bowl to half-fill with water
5. Pull handle remainder of way forward to open trap and allow contents to "flush". Hold handle forward to keep water flowing
6. When bowl is empty, release handle gently

Using Sink

1. Turn on water
2. Adjust temperature
3. Wash hands
4. Turn off water
5. Dry hands with paper towel
6. Wipe off sink with paper towel
7. Put paper towel in garbage

Return To Class Area

1. Open bathroom door
2. Turn off light
3. Leave door ajar
4. Return quietly to desk
5. Resume working

Instructional Area

1. Morning Routine
2. Note-taking Routine
3. Discussion Routine
4. Small-group Routine
5. Pre-lunch Routine

Morning Routine

1. Sit at desk
2. Take journal out of desk
3. Write correct date (copy from board)
4. Begin writing in journal
5. When page is completed, show teacher, have check entered beside name
6. Put journal back in desk
7. Remaining time until next class is for study time

Note-taking Routine

1. Take out clean sheet of looseleaf unless otherwise directed
2. Make sure pencil is sharpened, have eraser handy
3. Note title at top of page
4. Copy notes down on paper as teacher talks; check on board for spelling or if you fall behind
5. If you fall behind, ask teacher to please wait until you catch up
6. If you fall far behind, leave empty space in notes (or start a new page) and continue from where class presently is. Copy missing notes from classmates during study time
7. When teacher directs that notes are complete, add them to binder in appropriate section (Soc. St., Civics, etc.)
8. Return binder and pencil and eraser to desk unless otherwise directed

Discussion Routine

1. Clear desk of distractions
2. Listen carefully to topic or to questions
3. Think carefully about ideas or answers; select best one(s)

4. Respond if teacher calls on you
5. Listen to other students' responses; revise your own if necessary
6. When teacher asks for answers or opinions, raise your hand to indicate you want to speak
7. When called upon, give your answer or opinion
8. Continue to listen to other students' responses

Small Group Routine

1. When teacher gives verbal cue "Divide into groups of 4", find 3 other people to work with (if cue says "divide into...5", find 4 others)
2. When directed to do so, pull chairs together to accommodate all members of group
3. Listen carefully to assignment
4. Discuss assignment as a group to determine focus and direction of activity
5. Ask teacher any questions arising from steps 3 and 4
6. Assign specific tasks to group members
7. Complete assigned task(s)
8. Submit to other group members for proofreading, opinions, assessment, and assemblage into group's work
9. Turn in required permanent product or oral report to teacher

Pre-Lunch Routine

1. Wait for teacher's verbal "Please clean up"
2. Put books away, except for those needed for homework
3. Sign out any reference books needed for homework; return extras to appropriate shelves
4. Put chair up on desk

5. Remove shoes; place on desk or in bag
6. Collect books for homework
7. Wait for teacher's verbal cue "You may go" to walk to entrance hall/coatrack area

Entrance Hall/Coatrack Area

I. Dismissal Routine

Dismissal Routine

1. Put homework books on shelf above coatrack
2. Put on boots
3. Put on coat (removing hat, gloves, scarf from sleeve)
4. Put on hat, gloves, scarf
5. Pick up homework books
6. Exit through main door

Ecological Inventory

Domain: School

Environment: Kindergarten

Exemplar Observed: Bellevue School
Edmonton, Alberta

Assessor: Jeanne Carter

Subenvironments:

I. Morning Entrance
   a) Arrival in taxi b) Arrival by walking
II. Morning Circle
III. Centres
IV. Gymnasium
V. Bathroom
   a) Individual bathroom b) Main bathrooms
VI. Snack
VII. Recess
VIII. Office
IX. General Assembly
X. Cooking

SUBENVIRONMENT I Morning Entrance

Activity 1A Arrival at school (taxi)

Functions:

1) Cab arrives front of school
2) Wait for cab to stop
3) Unfasten seat belt
4) Grasp door handle
5) Open door
6) Climb out
7) Pick up bag from car door
8) Carry bag
9) Walk up sidewalk
10) Grasp door latch handle
11) Pull open door to
12) Walk through to second door
13) Grasp handle
14) Pull door open
15) Walk up steps
16) Remove boots
17) Carry boots
18) Walk down hallway to classroom

Activity 2. Removal of Outer Clothing

Functions

1) Place boots on paper
2) Enter classroom
3) Walk to coat hooks
4) Locate own hook
5) Hang bag up
6) Remove mittens
7) Place mittens in pocket
8) Remove scarf
9) Hang on hook
10) Unzipper jacket
11) Remove jacket
12) Hang on hook
13) Remove ski pants
14) Hang on hook

Activity 3 Approach Rug Area

Functions:

1) Walk to shoe shelves
2) Locate shoe cubby hole
3) Remove shoes
4) Carry to rug
5) Carry show-n-tell to rug
6) Sit down on rug
7) Put shoes on

1B Arrival at school (walking)

1) Walk to school
2) Enter school yard
3) Approach centre back door
4) "Hang out" by back door
5) Listen for bell
6) Line up at back door
7) Walk up stairs when opened
8) Enter boot room
9) Remove boots
10) Carry boots through mud room
11) Walk down hallway classroom

SUBENVIRONMENT II Morning Circle

Activity 1. Attendance

Functions:

1) Sit on rug in semi-circle
2) Wait quietly for teacher to come
3) Orientate to teacher
4) Listen for name to be called
5) Respond "here" when name called
6) Sit "ready" hands on lap, legs crossed
7) Listen to teacher identify helper
8) If helper take message to office

Activity 2. Show "n" tell

Functions

1) Put hand up to indicate you have "show n tell"
2) Put hand down - wait for teacher to call on you
3) Remove show "n" tell from bag
4) Stand up
5) Tell three things about it
6) Pass to other children
7) Sit down
8) Put in bag
9) Listen/watch other students
10) Interact with passed "show n tells"
11) Pass to next student

Activity 3. Directions for Morning

Functions:

1) Remain seated quietly
2) Listen to teacher instructions
3) Remember routine of morning
4) Stand up when teacher finished
5) Carry show "n" tell to shoe cubby hole
6) Put in cubby hole
7) Go to centre/gym cooking as directed in previous instructions

SUBENVIRONMENT III Centres

Activity 1 - Directions

Functions:

1) Sit on carpet
2) Attend to teacher directions
3) Listen to description of new centre/rules for that centre
4) Remember any centres must go through
5) Remember previous centres attended - must circulate

Activity 2. Approaching Centre

Functions:

1) Stand up from rug
2) Determine where centres located
3) Approach preferred centre
4) Determine if appropriate number of people count or match to number of sticks at centre entrance

5) If appropriate enter centre
6) If not select new centre
7) If requested to go to designated centre
8) Must pass through all centres/must remember previous centres

Activity 3. Participating In Centre

Functions:

1) Assume appropriate positon: table/chairs, floor or stand
2) Interact with materials appropriately
3) Share materials with peer
4) Exchange social interaction with peer
5) Remember directions for centre given on rug
6) Complete any required activities for centre

Activity 4. Clean up of Centres

Functions:

1) Lights out - cease action
2) Listen to verbal cue "It's time to clean up"
3) Pick up materials of centre child is in
4) Restore centre to original state
5) Assist clean up in other centres if requested
6) Share work with peers
7) Follow direction of peers

SUBENVIRONMENT IV Gymnasium

Activity 1. Entering

Functions:

1) Approach classroom door to line up
2) Stand at end of line
3) Wait in line
4) Walk down hall in line
5) Turn at main entrance
6) Walk down steps
7) Push open door
8) Walk into gym

Activity 2. Gymnastic Activities

Functions:

1) Approach teacher on command
2) Sit down when requested
3) Listen to directions
4) Stand up
5) Follow group
6) Follow specific game/activity directions
7) Cease action when requested
8) Listen for new directions
9) Follow new directions

Activity 3. Leaving

Functions:

1) Line up at door
2) Push door open
3) Follow line

4) Walk up stairs
5) Go to bathroom
6) Get drink
7) Line up against wall by office
8) Wait for others to return
9) Follow line to room

SUBENVIRONMENT V Bathroom

A. Individual Bathroom

Functions:

1) Request/Go on command
2) Locate bathroom
3) Turn door/knob
4) Open door
5) Enter bathroom
6) Close door
7) Pull pants down
8) Sit on toilet
9) Void
10) Wipe self
11) Get off toilet
12) Pull pants up
13) Flush toilet
14) Walk to sink
15) Turn on water
16) Wash hands
17) Turn off water
18) Dry hands
19) Open door
20) Return to previous location

B. Main Bathroom

Functions:

1) Request bathroom
2) Locate correct bathroom
3) Push door open
4) Locate empty stall/urinal
5) Open door
6) Close door
7) Pull pants down
8) Sit on toilet
9) Void
10) Wipe self
11) Get off toilet
12) Pull pants up
13) Flush toilet
14) Walk to sink
15) Turn on water
16) Wash hands
17) Turn off water
18) Dry hands
19) Open door
20) Return to previous location

SUBENVIRONMENT VI Snack

Activity 1. Preparation

Functions:

1) Anticipate routine (no command given)
2) Approaching snack area
3) Select chair
4) Sit down on chair
5) Remain seated quietly
6) Listen while teacher designates helpers/do job if required
7) Helper 1 - washes table
8) Helper 2 - passes napkins one to each child
9) Helper 3 - passes any required dishes
10) Attend to discussion of snack food

Activity 2. Eating Snack

Functions:

1) Take snack from dish passed
2) Put on plate/napkin
3) Pick up/scoop snack
4) Drink juice if supplied
5) Interact with peers at table

Activity 3. Clean Up Snack

Functions:

1) Helper 1 - passes garbage can
2) Helper 2 - washes table
3) Wait at table until given permission to leave
4) Put garbage in pail
5) Carry any dishes to sink
6) Wait in line to wash hands
7) Dry hands
8) Return to table
9) Push chair in
10) Go to rug area

SUBENVIRONMENT VII Recess/Leaving Time

Activity 1. Preparation

Functions:

1) Stand up from rug when given cue
2) Approach coat area
3) Locate coat hook
4) Remove clothes from hook
5) Locate clear area
6) Put clothes down
7) Put on ski pants
8) Put on jacket
9) Put on scarf
10) Take off shoes
11) Carry to cubby hole
12) Put in cubby hole
13) Approach line at door (leaving carry bag)
14) Stand at back of line (put notes in bag)
15) Wait for others
16) Follow line out when cued
17) Pick up boots
18) Carry to mudroom
19) Put boots on
20) Push door open
21) Walk down stairs
22) Put mitts on

Activity 2. Recess(no playground equipment)

Functions:

1) Distinguish recess from home time
2) Walk around playground
3) Roll/bounce/cath balls
4) Socially interact with peers
5) Join activities of peers
6) "Hang out" with peers

Activity 3. Return from Recess (same as arrival)
Return home (reverse order of arrival)

SUBENVIRONMENT VIII Office

Activity 1. Message to Office

Functions:

1) Stand up when requested
2) Take message from teacher
3) Walk to office
4) Approach adult in office
5) Hand message to adult
6) Wait for reply
7) Walk back to room
8) Give reply/if one to teacher
9) Rejoin group

SUBENVIRONMENT - General Assembly

Activity 1. Arriving at assembly

Functions:

1) Line up at door in response to verbal cue
2) Wait in line
3) Follow line downhall to main doors
4) Walk down stairs
5) Enter gym
6) Follow line to designated location on floor
7) Sit crosslegged on floor
8) Remain quiet
9) Listen to speaker
10) Respond as required

Activity 2. Leaving Assembly

Functions:

1) Stand when cued
2) Line up
3) Follow line
4) Walk up stairs
5) Follow line to room

SUBENVIRONMENT - Cooking

Activity 1. Going to Kitchen

Functions:

1) Line up at door if name called
2) Follow line down hall
3) Carry materials if requested
4) Enter kitchen
5) Locate chair
6) Sit down

Activity 2. Cooking

Functions

1) Listen to directions given by parent volunteer
2) Look at picture directions
3) Complete task directions
4) Put any garbage in can

5) Wipe table
6) Take turns
7) Interact with peers/parent

Activity 3. Return from Kitchen

Functions:

1) Line up at door when cued
2) Follow line
3) Carry materials if required
4) Enter classroom
5) Return materials
6) Return to centres

This ecological inventory does not include skills required for field trips as skill vary across field trips too dramatically.

ECOLOGICAL INVENTORY

DOMAIN: School

ENVIRONMENT: Kindergarten

EXEMPLAR OBSERVED: Dovercourt School
Edmonton, Alberta

ASSESSOR: Lesley A. Sonnen

SUB-ENVIRONMENTS

1. Entrance (arrival)
2. Office
3. Classroom
4. Morning Circle
5. Centres
6. Snacks
7. Bathroom
8. Library
9. Gymnasium
10. Lunchroom
11. Recess
12. Assembly
13. Exit (Dismissal)

SUB-ENVIRONMENT I - ENTRANCE (ARRIVAL)

ACTIVITY 1 - ARRIVAL AT SCHOOL (SCHOOL BUS)

FUNCTIONS:

1. Bus arrives at front of school
2. Wait for bus to come to a complete stop
3. Stand up
4. Walk to front of bus
5. Wait for bus driver to open door
6. Hold onto hand rail
7. Climb down stairs of bus
8. Step onto sidewalk
9. Walk along sidewalk to front entrance
10. Climb up 2 steps
11. Walk to front door of school
12. Grasp handle of door
13. Pull door open
14. Step inside
    14(a) Remove boots
    14(b) Carry boots
15. Step up to inside door
16. Grasp handle of inside door
17. Push door open
18. Step inside
19. Walk down hallway to classroom

SUB-ENVIRONMENT II - OFFICE

ACTIVITY 1 - REQUEST ASSISTANCE FROM OFFICE STAFF

FUNCTIONS:

1. Walk to office
2. Grasp doorknob
3. Pull door open
4. Step inside office
5. Approach adult in office
6. Request assistance from adult
7. Wait for reply/assistance
8. Walk to door of office
9. Grasp doorknob
10. Push door open
11. Exit office
12. Return to class

ACTIVITY 2 - TAKE MESSAGE TO OFFICE

FUNCTIONS:

1. Orient to name and request
2. Stand up
3. Approach teacher
4. Take message from teacher
5. Walk to classroom door
6. Grasp handle of door
7. Push door open
8. Walk to office
9. Grasp doorknob
10. Pull door open
11. Step inside office
12. Approach adult in office
13. Give message to adult
14. Wait for reply (if appropriate)
15. Walk to door of office
16. Grasp doorknob
17. Push door open
18. Exit office
19. Return to classroom
20. Grasp handle of door
21. Pull door open
22. Step inside classroom
23. Walk to teacher
24. Give reply to teacher (if appropriate)
25. Return to activity

SUB-ENVIRONMENT III - CLASSROOM

ACTIVITY 1 - MORNING ARRIVAL

FUNCTIONS:

1. Grasp doorknob
2. Pull door open
3. Step inside
4. Walk to coat hooks
5. Locate own hook
6. Place boots on lower shelf
7. Hang bag on hook
8. Remove hat
9. Remove scarf
10. Remove mittens
11. Place hat, scarf and mittens on upper shelf
12. Remove coat
13. Remove ski pants
14. Hang ski pants and coat on hook

ACTIVITY 2 - PREPARE FOR MORNING CIRCLE

FUNCTIONS:

1. Walk to cubby area
2. Locate own cubby
3. Remove indoor shoes from cubby
4. Sit down on floor
5. Put shoes on
6. Stand up
7. Walk to rug area
8. Sit down on rug

SUB-ENVIRONMENT IV - MORNING CIRCLE

ACTIVITY 1 - ATTENDANCE

FUNCTIONS:

1. Sit on rug; hands in lap, legs crossed
2. Wait quietly for teacher
3. Look at teacher
4. Listen for name to called
5. Respond by saying "here" when name is called
6. Sit quietly until all classmates have responded
7. Listen for teacher's directions

ACTIVITY 2 - SHOW AND TELL

FUNCTIONS:

1. Remove "show and tell" from school bag
2. Return school bag to hook
3. Walk to rug area
4. Sit down on rug
5. Put hand up to indicate you have "show and tell" when teacher asks
6. Display "show and tell" when it is your turn
7. Tell classmates about your "show and tell"
8. Pass "show and tell" to other children
9. Set "show and tell" down until circle activities are finished
10. Pick up "show and tell"
11. Walk to coat hooks
12. Find own hook
13. Take school bag off hook
14. Place "show and tell" inside bag
15. Hang bag on coat hook
16. Walk to designated area

ACTIVITY 3 - FOLLOWING TEACHER'S DIRECTIONS

FUNCTIONS:

1. Remain seated in circle
2. Listen to teacher's directions
3. Remember directions for self
4. Stand up when directions for all classmates have been given
5. Walk to designated area as per directions.

N.B. As there are several Centres in the classroom, this ecological inventory has delineated the Activities and Functions for Centres generally and for one Centre speficially.

SUB-ENVIRONMENT V - CENTRES

ACTIVITIES 1(a) - GENERAL USE OF CENTRES

FUNCTIONS;

1. Sit on rug area
2. Listen to teacher's directions for use of and rules for new centre
3. Stand up
4. Walk to centres
5. Approach preferred centre
6. Determine if centre is full (check picture on centre - match to children)
   6(a) Request assistance from teacher if unable to do above
7. If appropriate, enter centre area
   7(a) If not appropriate, select different centre, repeat steps 5-7
8. Assume appropriate position for centre (sit on floor, sit at table, stand, etc.)
9. Interact/play with materials appropriately
10. Share materials with peers

11. Chat with peers
12. Follow directions for centre, when appropriate
13. Complete any required activities for centre
14. Put materials away
15. Leave centre
16. Approach second preferred centre if there is time
17. Repeat steps 6-15; or
18. Listen to teacher's directions

ACTIVITY 1(b) - SPECIFIC USE OF CENTRE - LEGO

FUNCTIONS:

1. Approach Lego centre
2. Determine if centre is full (check picture on wall)
3. If appropriate, enter centre area
   3(a) If not appropriate, approach alternate centre
4. Sit at table
5. Select desired Lego pieces from box in centre of table
6. Build own design or follow design provided
7. Chat with peers while building
8. Pass Lego, pieces to peer when asked
9. Join in imaginative game with peers when asked
10. Ask teacher to come and look at design
11. Tell teacher about design
12. Take design apart before leaving centre
13. Put all materials away in box
14. Push chair in
15. Say "goodbye" to peers
16. Leave centre

SUB-ENVIRONMENT VI - SNACK

ACTIVITY 1 - EATING SNACK

FUNCTIONS:

1. Walk to snack area following teacher's directions
2. Select vacant chair
3. Sit down on chair
4. Remain seated quietly
5. Listen while teacher reviews helpers
   5(a)Helper 1 - hands out paper towels
   5(b)Helper 2 - wipes tables
   5(c)Helper 3 - picks up garbage
6. If you are a helper, do job as required
7. Take snack from plate on table
8. Put snack on paper towel
9. Eat snack
10. Drink beverage (when appropriate)
11. Chat with peers at table
12. Put garbage in pail when Helper 3 brings it around
13. Wait at table for teacher's directions
14. Stand up

15. Push chair in
16. Go to designated area

SUB-ENVIRONMENT VII - BATHROOM

ACTIVITY 1(a) - MAIN BATHROOM

FUNCTIONS:

1. Request bathroom/go to bathroom as directed
2. Walk down hall to main bathroom
3. Locate correct bathroom according to gender
4. Push door open
5. Step inside
6. Locate empty stall/urinal
7. Push open stall door
8. Step inside
9. Close stall door
10. Engage lock of door
11. Pull pants down
12. Sit on toilet
13. Void
14. Get toilet paper
15. Wipe self
16. Stand up, get off toilet
17. Pull pants up
18. Turn around
19. Flush toilet
20. Unlock stall door
21. Pull door open
22. Step out of stall
23. Walk to sink
24. Turn water on
25. Soap hands
26. Wash hands
27. Rinse hands
28. Turn water off
29. Get paper towel
30. Dry hands
31. Throw used paper towel in garbage
32. Walk to door
33. Grasp handle
34. Pull door open
35. Step through doorway
36. Return to class

ACTIVITY 1(b) - INDIVIDUAL BATHROOM

FUNCTIONS:

1. Request bathroom/go to bathroom as directed
2. Walk down hall to individual bathroom
3. Locate correct bathroom according to gender
4. Grasp door handle

5. Push open door
6. Step inside
7. Close door behind you
8. Lock door
9. Approach toilet
10. Pull pants down
11. Sit on toilet
12. Void
13. Get toilet paper
14. Wipe self
15. Stand up; get off toilet
16. Pull pants up
17. Turn around
18. Flush toilet
19. Walk to sink
20. Turn water on
21. Soap hands
22. Wash hands
23. Rinse hands
24. Turn water off
25. Get paper towel
26. Dry hands
27. Throw used paper towel in garbage
28. Walk to door
29. Grasp handle
30. Unlock door
31. Pull door open
32. Step through doorway
33. Return to class

SUB-ENVIRONMENT VIII - LIBRARY

ACTIVITY 1 - TAKING BOOK FROM LIBRARY

FUNCTIONS:

1. Following teacher's directions and, when appropriate, remove book(s) from school bag
2. Hang school bag on hook
3. Carry book(s)
4. Line up with peers at door
5. Step through doorway
6. Walk down hall to library maintaining place in line
7. Enter library
8. Return book(s) to designated area (if appropriate)
9. Walk to appropriate shelves
10. Select new book(s)
    10(a)Leaf through book(s)
    10(b)Decide if you want to "borrow" this book(s)
    10(c)If you do, return to librarian's desk
    10(d)If you do not, return book(s) to shelf and select another - repeat steps 10(a) to (d)
11. Carry selected book(s) to librarian's desk
12. Open book(s) to last page

13. Have teacher or librarian stamp book(s)
14. Carry book(s) to table
15. Select vacant seat
16. Sit down
17. Read book(s)
18. Line up at door following teacher's directions
19. Carry book(s) to classroom
20. Walk to classroom maintaining place in line
21. Enter classroom
22. Walk to coat area
23. Remove school bag from hook
24. Put book(s) inside bag
25. Return school bag to hook
26. Walk to designated area
27. Sit down
28. Wait for teacher's directions

SUB-ENVIRONMENT IX - GYMNASIUM

ACTIVITY 1 - PHYSICAL EDUCATION

FUNCTIONS:

1. Respond to teacher's directions to get ready for gym
2. Approach cubby
3. Remove gym shoes from cubby
4. Sit down
5. Remove shoes from feet
6. Put runners on
7. Stand up
8. Put other shoes in cubby
9. Line up at door
10. Wait in line
11. Step through doorway
12. Walk down hall, maintaining place in line
13. Approach door to gym
14. First student in line to hold door open for others
15. Step into gym
16. Walk to centre of gym
17. Sit in circle on floor
18. Wait for teacher's directions
19. Listen to directions
20. Stand up
21. Follow specific directions of game or activity
22. Stop activity when requested
23. Line up at door as per teacher's directions
24. First person in line holds door for others
25. Step through doorway
26. Walk back to class, maintaining place in line
27. Enter classroom
28. Approach cubby
29. Remove shoes from cubby
30. Sit down
31. Remove runners

32. Put indoor shoes on
33. Stand up
34. Place runners in cubby
35. Walk to designated area as per teacher's direction

SUB-ENVIRONMENT X - LUNCHROOM

ACTIVITY 1 - EATING LUNCH

FUNCTIONS

1. Remove lunch from school bag
2. Carry lunch
3. Walk to classroom door
4. Grasp handle
5. Push door open
6. Step through doorway
7. Cross hall to door of lunchroom
8. Grasp door handle
9. Pull door open
10. Step through doorway
11. Walk to designated seat
12. Pull chair out
13. Set lunch down on table
14. Sit down
15. Check name on board to see who is the designated helper
16. If you are the helper, then:
    16(a)Get up
    16(b)Walk to counter
    16(c)Pick up paper towels
    16(d)Give one paper towel to each student
    16(e)Return remaining paper towels to counter
    16(f)Return to your seat
    16(g)Sit down
17. Wait for teacher
18. Chat with peers
19. When teacher arrives, listen for directions
20. Repeat grace
21. Remove lunch from lunch bag
22. Eat lunch
23. Chat with peers at table
24. When finished lunch, pick up own garbage
25. Put garbage in garbage can
26. Get wet cloth
27. Wipe table where you sat
28. Return cloth to sink
29. Return to seat
30. Pick up lunch bag
31. Push chair in to table
32. Carry lunch bag
33. Exit lunchroom
34. Cross hall to classroom
35. Put lunch bag into school bag
36. Return school bag to hook

ACTIVITY 2 - FREE PLAY (outside - weather permitting)

FUNCTIONS:

1. Remove ski pants from hook
2. Remove coat from hook
3. Sit down
4. Remove shoes
5. Put ski pants on
6. Stand up
7. Put coat on
8. Remove boots from shelf
9. Put boots on
10. Remove mitts, toque and scarf from shelf
11. Put mitts, toque and scarf on
12. Pick up shoes
13. Carry shoes to cubby
14. Locate own cubby
15. Put shoes in own cubby
16. Exit classroom
17. Walk down hall to playground exit
18. Grasp door handle
19. Push door open
20. Step outside
21. Walk to play area
22. Join activities with peers
23. Chat with peers
24. Listen for bell
25. Return to school when bell rings
26. Walk to door
27. Grasp door handle
28. Pull door open
29. Enter school
30. Remove boots
31. Carry boots to classroom as you walk down the hall
32. Enter classroom
33. Walk to coat hook area
34. Set boots on shelf
35. Remove hat, mitts, scarf
36. Put hat, mitts, scarf on shelf
37. Remove coat
38. Remove ski pants
39. Hang ski pants and coat on hook
40. Walk to cubby area
41. Locate own cubby
42. Remove shoes from cubby
43. Sit down
44. Put shoes on
45. Stand up
46. Walk to rug area
47. Sit down
48. Listen for teacher's directions

SUB-ENVIRONMENT XI - RECESS

ACTIVITY 1 - FREE PLAY (outside - weather permitting)

See Sub-environment X - Lunchroom, Activity 2

N.B. WHEN WEATHER IS TOO SEVERE FOR CHILDREN TO GO OUTSIDE, THEY REMAIN IN THEIR CLASSROOM CONTINUING WITH TEACHER DIRECTED ACTIVITIES

SUB-ENVIRONMENT XII - ASSEMBLY

ACTIVITY 1 - GENERAL ASSEMBLY IN GYMNASIUM

FUNCTIONS:

1. Line up at door following teacher's directions
2. Wait in line
3. Step through doorway
4. Walk down hallway to gym, maintaining place in line
5. First person in line to open gym door, and hold open for all others
6. Enter gym
7. Follow line to designated location in gym
8. Sit cross-legged on the floor
9. Remain quiet
10. Listen to speaker
11. Respond when appropriate
12. Stand up when directed
13. Line up with classmates
14. Follow line out of gym
15. Exit gym
16. Return to classroom, maintaining place in line
17. Enter classroom
18. Sit down at designated area
19. Wait for teacher's directions

SUB-ENVIRONMENT XIII - EXIT (DISMISSAL)

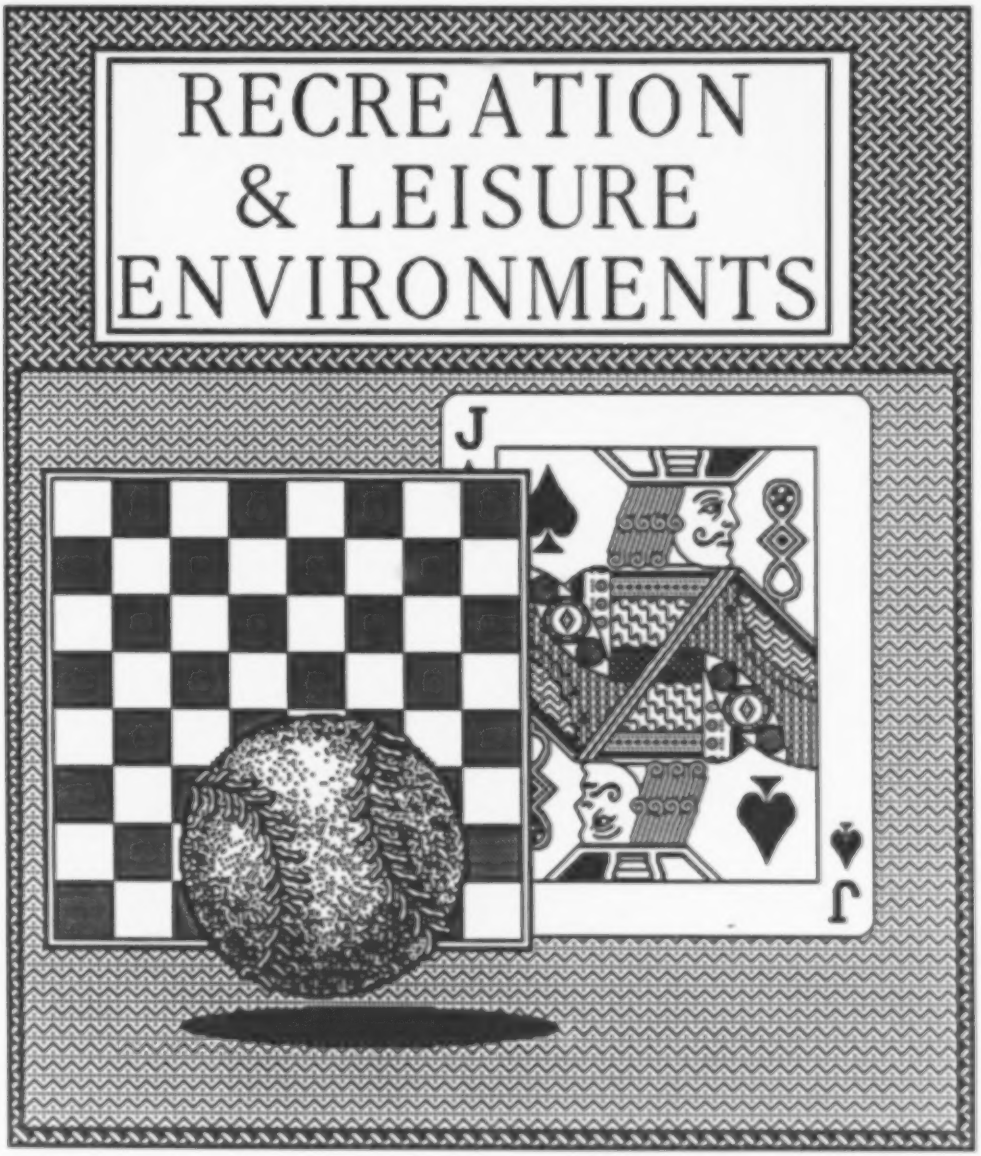
ACTIVITY 1 - RETURN HOME

FUNCTIONS:

1. In response to teacher's direction, walk to cubby
2. Sit down
3. Remove shoes
4. Put shoes in cubby
5. Stand up
6. Walk to coat hook area
7. Locate own hook
8. Remove coat and ski pants from hook
9. Put ski pants on
10. Put coat on
11. Remove boots for shelf

12. Put boots on
13. Remove mitts, hat, scarf from shelf
14. Put mitts, hat, scarf on
15. Remove school bag from hook
16. Carry school bag
17. Line up at the door
18. Receive notes, art work, etc. from teacher (when appropriate)
19. Put notes, etc. into school bag
20. Say "goodbye" to teacher
21. Exit classroom
22. Walk down to hall to main entrance
23. Grasp handle
24. Pull door open
25. Step through doorway
26. Step down to outside door
27. Grasp handle
28. Push door open
29. Step through doorway
30. Walk along sidewalk to where bus is waiting
31. Grasp rail inside bus
32. Climb up into bus
33. Walk to designated seat
34. Sit down
35. Maintain seated position while bus is moving

RECREATION & LEISURE ENVIRONMENTS



Domain: Leisure/community

Environment; Park (Picnic Area)

Exemplor Observed: North End of Lake Harriet
Minneapolis, MN.

Assessor: Laurie McLean

SUBENVIRONMENTS:

1. Parking lot (car to destination)
2. Picnic Area
3. Bathrooms
4. Walking (around the lake)
5. Water Fountain
6. Parking lot (Picnic Area to car)

Subenvironment	Activity	Function
1. Parking lot →	1. Get out of car →	1. Make sure there are no obstacles in the way of the door car, bike, person
		2. Grasp Handle
		3. Open door
		4. Step out of car
		5. Take Picnic basket along to the picnic area
	2. Locate Picnic Area →	1. Remain with the car 2. Scan the various activities taking place 3. Focus in on picnic activities
	3. Cross Parking lot to desired destination →	1. Check for clearance 2. Walk in direction of desired area 3. Avoid cars, bikes, skaters
SUBENVIRONMENT	ACTIVITIES	FUNCTIONS
2. Picnic Area (Grounds) →	1. Walk on pedestrian walkway →	1. Check for blue sign with picture of person walking
	2. Stop at picnic area	
	3. Set informal table	

Subenvironment	Activities	Functions
2. continued	4. Unwrap Food 5. Pour beverage 6. Ingesting solid food 7. Ingesting liquids 8. Use of utensils 9. Table manners 10. Clear table 11. Disposing of garbage	2. Step on the walkway B. Begin walking toward the picnic area
	2. Stop at picnic area →	1. Check for empty picnic table 2. Set dowm basket 3. Sit down at table
	3. Set informal table →	1. Take out table cloth 2. Place table cloth over the table 3. Set basket on the table 4. Take paper plates from basket 5. Place plates in appropriate space for the number of people at the picnic 6. Take out glasses 7. Put one cup next to each plate on the table 8. Take utensils out of the basket 9. Place needed utensils by each plate 10. Take the food out of the basket 11. Place the food in the center of the table
	4. Unwrap Food →	1. Unfold plastis or wax paper from the sandwich 2. Unwrap the vegetables 3. Open the bag of potato chips 4. Remove the plastic from the fruit 5. Take one sandwich, potato chips, and fruit ;put it on the plate

Subenvironment	Activity	Function
2. Continued	5. Pour Beverage →	1. Grasp pop can in one hand (firm grip) 2. Pull the tab from the top of the can with other hand 3. Place the tab from the can in a waste bag 4. Pick up pop can and hold it over the glass 5. Pour the contents of the can into the cup 6. Stop pouring when the pop reaches the top of the glass
	6. Ingesting Solid Food →	1. Pick up sandwich with two hands 2. Hold Sandwich up to mouth 3. Ope the mouth and take a bite of the sandwich 4. Chew each bite a minimum of seven times with molers before swallowing 5. Repeat the process for each item that can be picked up to be eaten 6. Pick up the fork with one hand 7. Gently spear a piece of fruit 8. Bring fork to mouth and open 9. Gently bite down on pronged end of the fork to remove fruit 10. Chew the piece of fruit a minimum of seven times and swallow
	7. Ingesting Liquids →	1. Pick up glass with one hand 2. Bring glass up to mouth 3. Open mouth and take a sip

Subenvironment	Activity	Function
2. Continued	7. Continued	4. Swallow 5. Place the glass back down on the table
	8. Use of Utensils →	1. Take the fork in hand with the prongs facing away from self 2. Grasp the fork firmly 3. Locate a piece of food normally eaten with a fork(fruit) 4. Spear the food with the pronged end of the fork 5. Bring the food to the mouth 6. Bite down on the pronged end of the fork 7. Withdraw the fork from mouth 8. Repeat steps 1-7 for any other food where utensils are needed 9. Place the fork on the table
	9. Table Manners →	1. Take small amounts of food or drink so mouth is not stuffed 2. Keep food in mouth once placed there 3. Keep food on the plate if not being eaten 4. Keep mouth closed while food is inside
	10. Clearing the table →	1. Take out plastic or paper bag with which to throw garbage 2. Pick up any piece of food left on the plate and throw in garbage bag 3. Pick up used paper plates and throw in bag 4. Pick up glasses and pop cans and throw in the bag 5. Pick up any left over paper or garbage and throw in the bag

Subenvironment	Activity	Function
2, Continued	10. Con't.	6. Place uneaten food back into container and place in picnic basket 7. Pick up table cloth and place back in the basket
	11. Disposing of garbage →	1. Locate the nearest waste recepticle 2. Get up from the table 3. Pick up the garbage bag from the table 4. Walk to the garbage can 5. Grasp the handle on the top of the lid 6. Lift up the lid 7. Drop the bag of garbage in the waste can 8. Shut the lid

Subenvironment	Activity	Function
3. Bathroom Area →	1. Identify Mens or womens →	1. Look for survival picture of men or women 2. Walk in the direction of the desired room
	2. Walk up ramp →	1. Check for clearance 2. Grasp rail with one hand to steady self 3. Walk up the ramp
	3. Toileting →	1. Walk to the stall if not in a wheel chair 2. Unzip pants 3. Pull pants down to knees 4. Sit self on the toilet 5. Defecate or urinate in the toilet 6. Grasp toilet paper with one hand 7. Use the paper to clean self 8. Drop the paper in the toilet 9. Stand 10. Pull pants up to waist
	2. Walk up ramp 3. Function itself 4. Use of toilets 5. Use of the sink (hygene)	

Subenvironment	Activity	Function
3. Continued	3. Continued	11. Zip pants
	4. Operation of the toilet →	1. Locate the handle to flush 2. Push down on the handle 3. Remove hand from the handle 4. Walk out of the stall
	5. Operation of the sink →	1. Locate the sink 2. Locate the hot water handle 3. Turn the handle until the water runs 4. Pick up the bar of soap 5. Place hands and soap under running water 6. Rub hands back and forth over the soap 7. Place the bar of soap back in the container 8. Rinse hands with running water 9. Turn faucet handle until water shuts off 10. Locate Towel dispenser 11. Pull a towel out of dispenser 12. Rub hands in towel until hands are dry

Subenvironment	Activity	Function
4. Walking path around the lake	1. Enter walkway → 2. Walking the path 3. Rest Areas 4. Exit Walking Area	1. Check for clearance 2. Check for correct path (walking, bike) 3. Direct self with the flow of traffic
	2. Walking the path →	1. Begin walking 2. Stay to the right of the path 3. Avoid pot holes in the path way 4. Avoid dog waste in the path way 5. Find starting point once again to know Where started

Subenvironment	Activity	Function
4. Continued	3. Rest area →	1. Find resting bench 2. Check for clearance 3. Exit walking path 4. Sit on bench 5. Get up From bench 6. Resume walking on path
	4. Exit walk →	1. Check for Clearance 2. Step off the path onto the grass

Subenvironment	Activity	Function
5. Water Fountain →	1. Drinking Water →	1. Step up to water fountain 2. Step up onto the platform 3. Locate the handle to operate the spout 4. Bend over so face is level with the spout 5. Turn the handle until you see a stream of water from the spout 6. Hold mouth upto the stream of water 7. Purse lips while sucking in water 8. Swallow 9. let go of faucet 10. Step down from the platform 11. Leave area so someone else can use

Subenvironment	Avtivity	Function
6. Parking lot exit →	1. Find the car →	1. While at the edge of the lot, Check first for color of the car 2. Check for the shape of the car 3. Making the decision, is it the right car?
	2. Cross the parking lot	
	3. Enter th car	
	2. Cross the lot →	1. Check for Clearance 2. Begin crjossing 3. Avoid cars, bikes, pedestrians 4. Arive at the car
	3. Enter the car →	1. Grasp the handle 2. Give a brisk pull on the handle 3. Open the door

Subenvironment	Activity	Function
6. Continued	3. Continued	4. Enter the car 5. Check for head clearance 6. Sit self in the car 7. Grasp handle 8. Close the door

DOMAIN: RECREATION / Leisure

ENVIRONMENT: LAND

EXEMPLAR OBSERVED: HAMLET OF CAMBRIDGE BAY AND SURROUNDING LAND WITHIN A RADIUS OF TWO MILES.

ASSESSOR: LYNDA MANN

NOTE: Fishing is described as locally observed.

SUBENVIRONMENTS	ACTIVITIES	FUNCTIONS
	HOME	COLLECT FISHING GEAR
1. HOME	1. Collect fishing gear	1. Locate fishing rod, tackle box, chain and backpack.
2. ROAD	2. Leave home	2. Put tackle box and chain in backpack.
3. RIVER		3. Put on backpack
		4. Pick up fishing rod.
		LEAVE HOME
		1. Exit door.
		2. Walk to road.
	ROAD	WALK ON ROAD
	1. Walk on road	1. Walk on left side of road through community to Bay store.
	2. Leave road	2. Pay attention to all moving vehicles on the road and move out of the way when necessary.
		3. Continue walking on road past the Bay store and up the slight rise around the bay and on up to the bridge.
		LEAVE ROAD
		1. At bridge leave road and walk to the shore of the river

SUBENVIRONMENTS	ACTIVITIES	FUNCTIONS
	RIVER	SET UP FISHING ROD
	1. Set up fishing rod	1. Lay fishing rod on ground.
	2. Cast line	2. Take off backpack
	3. Land fish	3. Open backpack and take out tackle box.
	4. Pack up gear	4. Take out fish hook.
	5. Leave river	5. Close tackle box.
		6. Attach fish hook to leader on line.
		7. Pick up fishing rod.
		CAST LINE
		1. Check over shoulder to ensure there are no obstructions in path of line.
		2. Cast line into water.
		3. Pause fo count of 3.
		4. Slowly reel in line until leader touches tip of rod.
		5. Repeat steps 1-4 until fish bites hook.
		LAND FISH
		1. When resistance is felt, jerk rod to set hook.
		2. Apply lock on reel.
		3. Turn and side step up the shore away from the water until fish is on shore.
		4. Lay rod on ground.
		5. Pick up rock from shore.
		6. Grasp fish firmly and hit fish on head.

SUBENVIRONMENTS	ACTIVITIES	FUNCTIONS
		7. Carefully remove hook from fish.
		8. Take chain out of backpack.
		9. Attach chain to fish for carrying.
		PACK UP GEAR
		1. Remove hook from line.
		2. Open tackle box.
		3. Put fish hook in tackle box.
		4. Close tackle box.
		5. Put tackle box in backpack.
		6. Close backpack.
		7. Pick up rod.
		8. Release lock.
		9. Reel in line.
		10. Hook leader to line.
		11. Tighten line.
		12. Lay fishing rod on ground.
		13. Put on backpack.
		14. Pick up fishing rod and chain holding fish.
		LEAVE RIVER
		1. Walk up shore to bridge.

SUBENVIRONMENTS	ACTIVITIES	FUNCTIONS
	ROAD	WALK ON ROAD
	1. Walk on road.	1. At bridge, walk on to left side of road.
		2. Pay attention to all moving vehicles on the road and move out of the way when necessary.
		3. Continue walking on road aroung the bay, down the slight rise in the road, past the Bay store and through community to home.
	HOME	ARRIVE HOME
	1. Arrive home	1. Leave road.
	2. Put away fish and fishing gear.	2. Open door.
		3. Enter home.
		PUT AWAY FISH AND FISHING GEAR
		1. Put down fishing rod.
		2. Put fish in sink.
		3. Take off backpack.
		4. Open backpack.
		5. Take out tackle box.
		6. Put away tackle box, backpack and fishing rod.
		7. Take chain out of fish.
		8. Put chain away.

DOMAIN: Community area

ENVIRONMENT: Art museum

EXEMPLAR OBSERVED: Walker Art Center, Minneapolis, Minnesota

ASSESSOR: Cynthia Thompson

SUBENVIRONMENTS

I. Entrance
II. Information Room
III. Restrooms
IV. Elevator
V. Galleries One through Four
VI. Galleries Five and Six:
    Secial Exhibit featuring Jonathan Borofsky
VII. Gallery Seven
VIII. Sculpture Terraces
IX. Bookstore

I. Entrance

Activities
1. Enter building → Functions
   a. Walk up steps or ramp to building
   b. Check for people in front of door
   c. Open first door
   d. Walk in
   e. Check for people in front of door
   f. Open second door
   g. Continue walking in

II. Information Room

Activities
1. Enter room → Functions
   a. Check for other people entering
   b. Walk in when clear
2. Find seat
3. Watch film
4. Exit room

2. Find seat → Functions
   a. Look at rows of seats
   b. Find empty seat
   c. Sit down in seat facing screen

3. Watch film → Functions
   a. Sit quietly
   b. Look at screen

II. Information Room

Activities

4. Exit room ⟶ Functions
   a. Stand up when film is over
   b. Check for other people leaving
   c. Walk out when clear

III. Restrooms

Activities

1. Enter proper room ⟶ Functions
   a. Walk across entrance area to stairs going down
   b. Check for other people going down
   c. Walk down steps
   d. Walk across large room to restrooms
   e. Choose either men's or women's restroom
   f. Push open door
   g. Enter restroom

2. Use facilities ⟶ Functions
   a. Walk through doorway leading to stalls
   b. Locate empty stall
   c. Enter stall
   d. Close door
   e. Use toilet and flush
   f. Open door
   g. Exit stall
   h. Locate available sink
   i. Wash hands at sink
   j. Dry hands on paper towel
   k. Dispose of paper towel in wastebasket

3. Exit room ⟶ Functions
   a. Walk back through doorway to entrance
   b. Check for clearance
   c. Pull open door
   d. Exit room
   e. Walk across large room to stairs
   f. Check for other people going up
   g. Walk back up stairs

IV. Elevator

Activities
1. Enter elevator → Functions
2. Ride elevator to desired floor
3. Exit elevator

Functions
a. Push button on wall to call elevator
b. Wait until doors open
c. Walk in elevator
d. Locate panel on wall with floor buttons on it
e. Wait until doors close

2. Ride elevator to desired floor → Functions
a. Push one button on panel numbers 1 to 7
b. Stand quietly against wall
c. Look above door to see correct floor number light up

3. Exit elevator → Functions
a. If correct floor button is lit up, wait until doors open
b. When doors open, walk off elevator
c. Check for clearance
d. Move away from doors quickly

V. Galleries One through Four

Activities
1. Enter Gallery One → Functions
2. Walk around gallery looking at paintings and sculptures
3. Enter Gallery Two
4. Continue walking around looking at art
5. Enter Galleries Three and Four
6. Continue walking around looking at art

a. Walk up the stairs from entrance area
b. Check for other people walking in gallery
c. Walk in

2. Walk around gallery looking at paintings and sculptures → Functions
a. Start at wall closest

V. Galleries One through Four

to stairs and look at whatever art is on wall
b. Without touching objects on wall, walk slowly past each one
c. Walk around objects on floor without stepping on them (i.e., flat green disk, thick stone disk, Segal's "The Diner")
d. Stop walking after making a complete circle around room

3. Enter Gallery Two > Functions
a. Walk across room to stairs going up
b. Check for other people going up
c. Walk up stairs
d. Walk into Gallery Two

4. Continue walking around looking at art ⟶ Functions
a. Start at wall closest to stairs, look at whatever art is on wall
b. Without touching objects on wall, walk slowly past each one
c. Sit on one of the benches in front of large mural
d. Continue sitting and turn body to face other prints and sculptures
e. Stand up and resume walking around room
f. Stop walking after making a complete circle around room

5. Enter Galleries Three and Four → Functions
a. Walk across room to

V. Galleries One Through Four

stairs going up
b. Check for other people going up
c. Walk up stairs
d. From entrance area, can use elevator and push button 3
e. Walk into Gallery Three

6. Continue walking around looking at art ⟶ Functions
a. Start at wall closest to stairs, look at whatever art is on wall
b. Without touching objects on wall, walk slowly past each one
c. Stop walking after making a complete circle around room
d. Enter Gallery Four using stairs in same manner as previous galleries
d. Continue same functions

VI. Galleries Five and Six: Special Exhibit featuring Jonathan Borofsky

Activities ⟶ Functions

1. Enter Gallery Six
2. Walk around gallery looking at paintings and moving sculptures
3. Watch video on TV screen
4. Listen to "Prisoner Painting With Listening Device"
5. Enter Gallery Five
6. Play Ping-Pong
7. Walk around gallery looking at paintings and moving statues

a. Walk up stairs from Gallery Four
b. From entrance area, can use elevator and push button 6
c. Check for other people
d. Walk in gallery

2. Walk around gallery looking at paintings and moving sculptures

VI. Galleries Five and Six:
Special Exhibit featuring
Jonathan Borofsky

Functions
a. Start at wall closest to stairs and elevator, look at paintings on wall
b. Look overhead to watch flashing neon rings
c. Check for other people walking around
d. Walk around and under large plastic bubble man doing push-ups, without touching him
e. Walk up to dancing ballerina, look at it and listen to song "My Way"
f. Walk around ballerina to see more pictures on walls

3. Watch video on TV screen ⟶ Functions
a. Walk from pictures on walls to TV set
b. Check for people in front of TV
c. If clear, look up at screen to watch videos
d. Turn head around to see additional images projected on screens overhead
e. Check for clearance
f. Walk away from TV, continue making a circle around room

4. Listen to "Prisoner Painting With Listening Device" ⟶ Functions
a. Check for people in front of painting
b. If clear, stop walking in front of "Prisoner Painting with Listening Device"
c. Grasp vacuum cleaner hose with one hand
d. Lift up and bring to ear

VI. Galleries Five and Six: Special Exhibit featuring Jonathan Borofsky

Functions
e. Listen to voice "coming" from painting
f. Place hose back on holder on painting

5. Enter Gallery Five → Functions
a. Check for people in front of stairs
b. If clear, walk away from painting to stairs
c. Walk down stairs into Gallery Five
d. Do not touch carts full of paper located at bottom of stairs
e. Enter gallery

6. Play Ping-Pong → Functions
a. Walk to Ping-Pong table
b. Ask another person to play also
c. Check to see if table is free
d. If not free, wait
e. When free, stand on one side of table, either "USA" side or "USSR" side
f. Pick up paddle in one hand
g. Pick up ball in other hand
h. Bounce ball and hit with paddle towards net
i. Hit ball again if partner returns it
j. Continue in this manner
k. Stop playing when tired
l. Set paddle and ball on table
m. Check for people around table
n. Walk away from table

7. Walk around gallery looking at paintings and moving statues

VI. Galleries Five and Six: Special Exhibit featuring Jonathan Borofsky

Functions
a. Check for other people in area
b. Walk around and under moving statues of working men
c. Look at moving statues and paintings on walls
d. Step around pieces of yellow, pink and black paper on floor without picking them up
e. Continue walking around room until making a complete circle
f. Check for people going up stairs
g. Walk back up stairs back into Gallery Six

VII. Gallery Seven

Activities
1. Enter Gallery Seven → Functions
2. Walk around gallery looking at paintings on walls

a. Walk across Gallery Six to stairs leading up
b. Check for other people using stairs
c. Walk up stairs
d. At top of stairs, check to see if doorway is clear
e. If clear, walk through doorway into Gallery Seven
f. From entrance area, Galleries Three or Six , can use elevator and push button ?
g. Check for clearance and enter Gallery Seven on opposite end (if using elevator)

2. Walk around gallery looking at paintings on walls → Functions

a. Start at wall on either side of doorway or elevator
b. Walk slowly by paintings
c. Make a circle around gallery

VII. Gallery Seven

d. Walk across Gallery to bench on far side of room
e. Check to see if bench is free
f. If free, sit on bench to rest
g. Look at paintings on wall or look out windows

VIII. Sculpture Terraces Activities

1. Enter terrace → Functions
2. Look at sculptures
3. Go to second level of terrace
4. Exit terrace

a. Stand up from bench
b. Walk to glass doors
c. Check for clearance
d. Push open door
e. Step out onto terrace

2. Look at sculptures → Functions

a. Check for other people in front of sculptures
b. Walk towards sculptures
c. Walk around sculptures to view from all angles
d. Walk to railing around terrace
e. Look over railing, see view of Minneapolis
f. Walk away from railing

3. Go to second level of terrace → Functions

a. Check for other people using stairs
b. Walk up steps or use ramp to second level
c. Move away from steps or ramp
d. Walk around second level
e. Look at additional sculptures from all angles

4. Exit terrace → Functions

a. Check for other people on steps
b. Walk down steps

VIII. Sculpture Terraces

c. Walk across terrace to glass doors
d. Check for clearance
e. Pull open door
f. Walk through door into Gallery Seven
g. Locate elevator to right of terrace doors
h. Push button on wall by elevator
i. Wait for elevator
j. When doors open, enter elevator
k. Push button "1" in elevator

IX. Bookstore

Activities
1. Enter bookstore area → Functions
   a. Step off elevator at correct floor
   b. Check for other people in area
   c. Walk across entrance area to bookstore area
   d. Walk in bookstore area
2. Look at rows of books, cards and posters
3. Purchase item if desired
4. Exit bookstore area

2. Look at rows of books, cards and posters → Functions
   a. Check to see if row is empty
   b. Walk up empty row of books
   c. Say "Excuse me" if trying to get past another person in row
   d. Look at certain books or other items if desired
   e. Pick up book or item carefully and look for price
   f. If desired, hold on to item for later purchase
   g. Walk down next row, continue in same manner

3. Purchase item if desired → Functions
   a. Walk towards cash register
   b. Stand in line behind cash register

IX. Bookstore area

c. Wait quietly for turn
d. Approach cash register
e. Set item(s) on counter
f. Listen to hear total price
g. Remove money from wallet, purse or pocket
h. Hand correct amount to cashier
i. Wait for change if necessary
j. Receive bag of purchases and receipt
k. Check for people in area
l. Move away from register

4. Exit bookstore area ——→ Functions

a. Check for clearance
b. Walk across entrance area to front doors
c. Check for clearance
d. Push open first door
e. Walk out of door
f. Check for clearance
g. Push open second door
h. Exit art center

Domain: RECREATION / LEISURE

Environment: Zoo

Exemplor Observed: Minnesota Zoological Gardens-Apple Valley, Mn.

Assessor: Mary J. Piggott

Subenvironments: Transportation
Parking
Counter
Touch and Feel Exhibit
Tropical Gardens
Whale Exhibit
Children's Barn*
Trails*
Treat Area (Dairy Queen)
Bathroom
Exit

* These areas are part of the zoo, but were not assessed.

Transportation

Enter car
1) Lift handle of car door.
2) Open car door by pulling door handle outward.
3) Pull door outward.
4) Step into car.
5) Sit in the seat.

Fasten Seat Belt
1) Find and touch buckle of seat belt.
2) Pull buckle and belt strap over front of body.
3) Bring buckle to latch.
4) Push buckle into latch slot.

Lock Door
1) Find and touch door lock.
2) Pushes lock forward with finger.

Riding Behavior
1) Sits quietly in car.
2) Keeps seat belt fastened.
3) Keeps feet flat on floor.
4) Keeps hands in lap.

Exit Car
1) Touches seat belt latch.
2) Uses finger to push button on latch.
3) Removes seat belt.
4) Touches door lock lever.
5) Uses finger to push door lock back.
6) Touches door handle.
7) Pulls door handle out using fingers.

Exit Car (cont.)		8) Pushes door outward. 9) Steps out of car. 10) Stands out from car door. 11) With hands on outside of door uses hand to push door shut.
Parking and Entrance		
	Walks Through Lot	1) Looks for cars before walking forward. 2) Walks slowly with the group.
	Sidewalk	1) Follows sidewalk to zoo entrance. 2) Moves around other people in their path.
	Open Door	1) Grasps door handle. 2) Pulls door open. 3) Walks into buliding. 4) Finds place at end of the ticket line.
	Stand In Line	1) Stands quietly in line with arms at side. 2) Moves forward in line when person ahead of client moves up. 3) Gets money or passcard out of purse or pocket to give to cashier.
Counter		
	Pay Admission	1) Give money or passcard and identification to the cashier. 2) Waits for change or cards to be returned. 3) Puts change or cards in pocket or purse. 4) Walks past counter and enters zoo.
Touch and Feel Exhibit		
	Line and Entrance	1) Stands quietly in line with arms at side. 2) Moves forward in line when person ahead of client moves up. 3) Grasps door handle. 4) Pulls door open. 5) Walks through door.

Touch and Feel Exhibit (cont.)

Exhibits
1) Walks up to animals in cages.
2) Waits for other people to move before walking up close to see animals.
3) Follows instructions of zoo keeper when touching animals.
4) Talks with others in a normal tone of voice.
5) Waits for turn in lines.

Exit
1) Grasps handle of door.
2) Pulls door open.
3) Walks through door.

Tropical Gardens

Opens door
1) Grasps door handle.
2) Pulls door open.
3) Walks through door.

Sidewalk
1) Walks up ramp.
2) Holds side rail when walking.
3) Moves around other people in his/her path.

Exhibits
1) Follows sidewalk through plant and animal exhibits.
2) Stops to find and look at animals, birds, and plants.
3) Keeps hands to self.
4) Walks with the group.
5) Moves around other people in his/her path.

Bird Exhibits
1) Pushes swinging door open with hands.
2) Walks through doorway.
3) Uses hands to push plastic strips out of path.
4) Walks through strips.
5) Follows sidewalk.
6) Stops to look at birds.
7) Moves around other people.
8) Walks with the group.

Night Exhibit
1) Walks slowly into the dark room while eyes adjust to the darkness.
2) Walks up to the windows to look at exhibits.
3) Waits for turn to look at animals if others are in front of him.

Tropical Gardens (cont.)

Exit
1) Follows sidewalk through the remainder of the exhibits.
2) Walks across foyer to the whale exhibit.

Whale Exhibit

Entrance
1) Grasps handles.
2) Pulls door open.
3) Walks through doorway.

Pool Show
1) Walks to platform in front of pool windows.
2) Finds space to sit on ledge.
3) If no space to sit, stands by windows to see pool.
4) Keeps hands to self.
5) Talks in soft tone of voice.
6) Listens quietly when speaker talks about whales and explains tricks.
7) When show ends, client will walk towards ramp that goes downstairs.
8) Will stay with the group, and walk with the crowds movements.
9) Holds railings when walking down the ramp.
10) Moves around other people in his/her path.

Exhibits
1) Walks to lighted underwater windows and looks at whales, dolphins, and other fish on display.
2) Waits for turn in line if others are in front of him/her.
3) Keeps hands to self.
4) Talks in normal tone of voice.
5) Stays with the group.
6) When done looking at exhibits, walks upstairs (uses ramp if in wheel chair).
7) Holds railing when walking up stairs.
8) Moves out of way of others in his/her path.

Treat Area (Dairy Queen)

Entrance
1) Grasps door handle.
2) Pulls door open.
3) Walks into building.
4) Looks for and identifies Dairy Queen sign.
5) Walks towards Dairy Queen.
6) Stays with the group.
7) Moves around people in his/her path..

Foyer
1) Grasps door handle.
2) Pulls door open.
3) Walks into Dairy Queen.
4) Walks up to the turn-style.
5) Walks through turn-style with front of body pushing against metal bar to turn it over.
6) Waits inside for others in group.

Beverage Counter
1) Walks towards beverage counter.
2) Stands at end of line.
3) Keeps hands to self.
4) Moves forward in line as others move up.
5) Arrives at counter.
6) Tells service person what he/she wants to order.
7) Picks up order.
8) Waits for others in group.

Cashier
1) Walks to cashier counter.
2) Stands in line.
3) Keeps hands at side.
4) Moves up in line as people move forward.
5) Removes money from pocket or purse.
6) Waits for cashier to tell how much money is owed.
7) Gives casnier the money.
8) Waits for the change.
9) Puts change in pocket or purse.
10) Takes a straw from container, and napkin if needed.
11) Walks to empty table.

Treat Area (Dairy Queen)

Table
1) Sits at table with others in group.
2) Eats treat slowly.
3) Uses napkin if needed.
4) Talks in a normal tone of voice with others in group.
5) Finishes treat.

Clean-up
1) Gathers empty containers, napkins, and straw.
2) Stands up.
3) Walks to waste container with garbage.
4) Pushes in door of waste container.
5) Deposits garbage in waste container.
6) Waits for others in group to finish clean-up.

Exit
1) Walks to doors.
2) Grasps handles.
3) Pushes door forward.
4) Walks through door.
5) Looks for restrooms.

Restroom

Entrance
1) Identifies appropriate bathroom by looking at pictures on doors.
2) Walks to appropriate door.
3) Uses hands to push door open.
4) Walks through door.
5) Uses hands to push second door open.
6) Walks through second door.

Toilet
1) Looks for empty bathroom stall.
2) Uses hands to push in door of stall.
3) Walks into stall.
4) Uses hands to push door of stall shut.
5) Goes to the bathroom.
6) Pulls door open when finished.

Handwashing
1) Walks to the sink.
2) Turns on water faucets.
3) Wets hands.
4) Pushes soap button up with hand.
5) Rubs soap on both hands.

Restroom (cont.)

Handwashing (cont.)

6) Rinses soap off hands.
7) Turns off water faucets.
8) Walks to towel dispenser.
9) Uses hands to pull out paper towel.
10) Dries hands with towel.
11) Throws towel in waste container.

Exit

1) Walks through both doors.
2) waits for others in group in the foyer.

Exit Zoo

1) Walks to exit line.
2) walks past counter.
3) Grasps door handle.
4) Pushes door forward.
5) walks through door.
6) Follows sidewalk to the parking lot.
7) Walks to car with group.

DOMAIN: Community/Leisure

ENVIRONMENT: Swimming Pool

EXEMPLAR OBSERVED: Oxford Pool
1079 Inglehart
St. Paul, MN 55104

ASSESSOR: Donald Metzler

Subenvironments → Activities → Functions

1. Entrance area
2. Locker area
3. Shower area
4. Pool entry area
5. Wading pool
6. General swimming area
7. Diving area
8. Lap swimming area
9. Sauna
10. Shower area
11. Locker area
12. Entrance area

Activities for Entrance area:

1. Locate cashier
2. Pay cashier
3. Locate rules
4. Locate appropriate locker room

Functions for Locate cashier:

1. Identify cashier
2. Move to cashier
3. Tell cashier you are interested in swimming

Activities for Entrance area:

2. Pay cashier

Functions for Pay cashier:

1. Get money
2. Identify correct amount
3. Give money to cashier

Activities for Entrance area:

3. Locate rules

Functions for Locate rules:

1. Comply with rules
   a. Walk at all times
   b. Please discard all gum and food before entering pool area
   c. Smoking allowed only in lobby area
   d. Rough play is not permitted
   e. Shower before entering pool
   f. Swim under rope
   g. One diver on a board at a time
   h. One bounce on board
   i. Diving area must be cleared before diving
   j. Diving only in diving area

k. Between small flags and rope swimming widths allowed
l. Enter the wading pool by jumping or walking
m. Short whistle-look at life guard
n. Long whistle-swim immediately to side and climb out
o. Glassware and similar shattering materials excluded from pool
p. All masks, fins, snorkles, toys, or any other objects must be approved by life guard

2. Ask cashier to clarify not understood rules

4. Locate appropriate locker room → Functions
1. Identify appropriate locker room by sign
2. Move to locker room
3. Open door
4. Enter locker room

2. Locker area → Activities
1. Locate unoccupied area → Functions
1. Identify unoccupied area
2. Sit on bench
2. Undress
3. Locate locker
4. Locate shower area

2. Undress → Functions
1. Remove shirt
2. Fold shirt
3. Untie shoes
4. Remove shoes
5. Remove socks
6. Unfasten pants
7. Remove pants
8. Fold pants
9. Remove underwear
10. Fold underwear

3. Locate locker → Functions
   1. Identify unused locker
   2. Open door
   3. Place street clothes in locker
   4. Put appropriate money in slot in edge of door of locker
   5. Close door
   6. Turn key right
   7. Remove key
   8. Place elastic strap with key around arm
   9. Remember locker number

4. Locate shower area → Functions
   1. Gather swimsuit and towel
   2. Identify shower area
   3. Move to shower area

3. Shower area → Activities
   1. Take shower → Functions
      1. Hang suit and towel on hook
      2. Identify unused shower spout
      3. Turn on water
      4. Adjust water temperature
      5. Wash body with soap
      6. Rinse body
      7. Turn off water
   2. Get dressed → Functions
      1. Identify appropriate swimsuit on hook
      2. Pull on swimsuit
      3. Fasten swimsuit
   3. Locate pool entrance → Functions
      1. Gather towel
      2. Identify door to pool
      3. Open door
      4. Enter pool area

4. Pool entry area → Activities

1. Identify life guards → Functions
   1. Identify life guards
   2. Remember life guards
2. Locate rules
3. Locate timer
4. Locate ading pool

2. Locate rules → Functions
   1. Comply with rules
      a. No persons allowed in pool without a qualified lifeguard present
      b. No running or rough play permitted in area
      c. Glassware and similar shattering materials excluded from pool and deck area
      d. Spitting, blowing the nose, or other similar activities prohibited in the pool
      e. Any person having a known infectious or communicable disease is excluded from the pool
      f. Soap showers in the nude required before entering swimming or wading pool
   2. Ask lifeguard to clarify any not understood rules

3. Locate timer → Functions
   1. Identify hour timer
   2. Note amount of time available to swim

4. Locate wading pool → Functions
   1. Identify wading pool
   2. Move to wading pool

5. Wading pool → Activities
   1. Enter pool → Functions
      1. Identify steps or edge
      2. Walk or jump into pool
   2. Play in pool → Functions
      1. Keep head above water
      2. Sit on floor of pool
      3. Move about pool
      4. Splash water
   3. Exit pool → Functions
      1. Identify steps or edge of pool
      2. Walk up steps or step over edge of pool
   4. Locate large pool → Functions
      1. Identify large pool
      2. Move to large pool

6. General swimming area → Activities
   1. Locate general swimming area → Functions
      1. Identify area designated as general swimming area
      2. Identify depths of pool
      3. Understand depths of pool
   2. Enter pool → Functions
      1. Identify ladder, ramp, or edge of pool
   3. Play in pool
   4. Exit pool

2. Climb, wheel or jump into pool

3. Play in pool → Functions
   1. Identify depths of pool
   2. Understand depths of pool
   3. Keep head above water
   4. Hold breath when swimming under water
   5. Move about pool
   6. Splash water

4. Exit pool → Functions
   1. Identify ladder, ramp, or edge of pool
   2. Climb or wheel out of pool

7. Diving area → Activities
   1. Locate diving area → Functions
      1. Identify area designated as diving area
      2. Move to diving area
   2. Use high dive
   3. Use low dive

2. Use high dive → Functions
   1. Identify high dive
   2. Stand in line
   3. Climb ladder
   4. Walk to end of board
   5. Check pool area to be sure it is clear of swimmers
   6. Jump or dive into pool
   7. Float or swim to surface
   8. Identify ladder
   9. Swim to ladder
   10. Climb out of pool

3. Use low dive → Functions
   1. Identify low dive
   2. Stand in line
   3. Climb steps
   4. Walk to end of board

5. Check pool area to be sure it is clear of swimmers
6. Jump or dive into pool
7. Float or swim to surface
8. Identify ladder
9. Swim to ladder
10. Climb out of pool

8. Lap swimming area → Activities
1. Locate lap swimming area → Functions
1. Identify area designated for lap swimming
2. Move to lap swimming area
2. Enter pool
3. Swim laps
4. Exit pool

2. Enter pool → Functions
1. Identify edge of pool
2. Place toes at edge of pool while facing pool
3. Bend over
4. Place arms over head
5. Dive into pool

3. Swim laps → Functions
1. Identify lane for lap swimming
2. Swim in straight line
3. Stop at edge of pool
4. Turn around
5. Swim back in straight line

4. Exit pool → Functions
1. Identify edge of pool
2. Climb out of pool

9. Sauna → Activities
1. Locate sauna → Functions
1. Identify door to sauna
2. Move to sauna
2. Locate rules
3. Enter sauna
4. Participate in sauna
5. Exit sauna

2. Locate rules → Functions
   1. Comply with rules
      a. Persons with any health or physical ailments please consult a physician before entering
      b. No one under eighteen (18) allowed unless accompanied by an adult
      c. Warning: maximum of five (5) minutes per time
      d. Warning: do not pour pool water on rocks
   2. Ask lifeguard to clarify any not understood rules

3. Enter sauna → Functions
   1. Open door
   2. Move into sauna

4. Participate in sauna → Functions
   1. Identify heating element
   2. Move around heating element
   3. Identify unoccupied area on bench
   4. Sit on bench
   5. Time maximum of five minutes in sauna

5. Exit sauna → Functions
   1. Identify door to pool
   2. Move around heating element
   3. Open door
   4. Move out of sauna

10. Shower area → Activities
    1. Locate locker room → Functions
       1. Gather towel
       2. Identify appropriate locker room
       3. Open door
       4. Move into shower area
    2. Undress
    3. Take shower
    4. Locate locker area

2. Undress → Functions
   1. Unfasten swimsuit
   2. Remove suit
   3. Hang suit and towel on hook

3. Take shower → Functions
   1. Identify unused shower spout
   2. Turn on water
   3. Adjust water temperature
   4. Wash hair with shampoo
   5. Rinse hair
   6. Wash body with soap
   7. Rinse body
   8. Turn off water
   9. Identify appropriate towel and suit on hook
   10. Dry hair with towel
   11. Dry body with towel
   12. Gather swimsuit
   13. Move to locker area

11. Locker area → Activities
   1. Locate locker → Functions
      1. Identify locker used by number
      2. Insert key into slot
      3. Turn key left
      4. Open door
      5. Remove clothes
      6. Close door
   2. Locate unoccupied area → Functions
      1. Identify unused area
      2. Move to unused area
      3. Sit on bench
   3. Dress → Functions
      1. Pull on underwear
      2. Pull on pants
      3. Fasten pants
      4. Put on socks
      5. Put on shoes
      6. Tie shoes
      7. Pull on shirt
      8. Identify grooming area
      9. Move to grooming area
      10. Comb hair
   4. Locate exit

ECOLOGICAL INVENTORY

DOMAIN: Recreation - Leisure
ENVIRONMENT: Swimming Pool
EXEMPLAR OBSERVED: St. Paul Ramsey's Theraputic Pool
ASSESSOR: Mary Oys

SUBENVIRONMENTS

1. Parking lot
2. Entrance
3. Elevator
4. Entryway
5. Lockerroom
6. Bathroom
7. Shower room
8. Swimming pool

SUBENVIRONMENTS

1. Parking Lot

Activities

1. Exit Car
2. Cross lot safely
3. Locate entrance
4. Enter car

Functions

1. Locate seat belt
2. Unbuckle seat belt
3. Check for clearance
4. Open door
5. Step out
6. Close door

SUBERNVIRONMENT

1. Parking Lot

Activities

1. Exit car
2. Cross lot safely
3. Locate entrance
4. Enter car

Functions

1. Walk near parked cars
2. Stop when he/she comes to traffic area
3. Looks to left & right for vehicles
4. Cross when no cars approaching

SUBENVIRONMENTS

1. Parking Lot

Activities

1. Exit car
2. Cross lot safely
3. Locate entrance
4. Enter car

Functions

1. Locate appropriate door
2. Open door
3. Step inside
4. Close door

SUBENVIRONMENT

1. Parking Lot

Activities

1. Exit car
2. Cross lot safely
3. Locate entrance
4. Enter car

Functions

1. Walk to appropriate car/vehicle
2. Open passenger car door
3. Get in vehicle
4. Close door
5. Locate seat belt
6. Buckle seat belt

SUBENVIRONMENT

2. Entrance

Activities

1. Locate entrance
2. Walk thru entrance

Functions

1. Locate entrance door
2. Open door
3. Step in
4. Close door

SUBENVIRONMENT

2. Entrance

Activities

1. Locate entrance
2. Walk thru door

Functions

1. After entering, take a left
2. Walk down hall
3. Locate elevator

SUBENVIRONMENT

3. Elevator

Activities

1. Locate elevator
2. Enter elevator
3. Exit elevator

Functions

1. Walk to appropriate elevator
2. Press appropriate button on elevator
3. Wait for elevator doors to open

SUBENVIRONMENT

3. Elevator

Activities

1. Locate elevator
2. Enter elevator
3. Exit elevator

Functions

1. Walk inside elevator when door opens
2. Press button of appropriate floor
3. Stand in elevator

SUBENVIRONMENT

3. Elevator

Activities

1. Locate elevator
2. Enter elevator
3. Exit elevator

Functions

1. Wait for elevator doors to open
2. When doors open, step out

SUBENVIRONMENT

4. Entryway

Activities

1. Locate/enter entryway
2. Remove outer clothing
3. Remove shoes
4. Remove socks
5. Put on outer clothing
6. Put on socks
7. Put on shoes
8. Exit entryway

Functions

1. After exiting from elevator, locate appropriate door
2. Pull door open
3. Step inside
4. Close door

SUBENVIRONMENT

4. Entryway

Activities

1. Locate/enter entryway
2. Remove outer clothing
3. Remove shoes
4. Remove socks
5. Put on outer clothing
6. Put on socks
7. Put on shoes
8. Exit entryway

Functions

1. Take off coat
2. Take hanger off rack
3. Place coat on hanger
4. Hang coat up on rack
5. Take off hat & mittens
6. Place hat & mittens on rack

SUBENVIRONMENT

4. Entryway

Activities

1. Locate & enter entryway
2. Remove outer clothing
3. Remove shoes
4. Remove socks
5. Put on outer clothing
6. Put on socks
7. Put on shoes
8. Exit entryway

Functions

1. Unbuckle/unlace shoes
2. Remove both shoes
3. Place shoes under coat rack

SUBENVIRONMENT

4. Entryway

Activities

1. Locate & enter entryway
2. Remove outer clothing
3. Remove shoes
4. Remove socks
5. Put on outer clothing
6. Put on socks
7. Put on shoes
8. Exit entryway

Functions

1. Take off both socks
2. Place socks inside of shoes

SUBENVIRONMENT

4. Entryway

Activities

1. Locate & enter entryway
2. Remove outer clothing
3. Remove shoes
4. Remove socks
5. Put on outer clothing
6. Put on socks
7. Put on shoes
8. Exit entryway

Functions

1. Locate own coat
2. Remove coat from hanger
3. Replace hanger on coat rack
4. Put coat on
5. Locate hat & mittens
6. Put on hat & mittens

SUBENVIRONMENT

4. Entryway

Activities

1. Locate & enter entryway
2. Remove outer clothing
3. Remove shoes
4. Remove socks
5. Put on outer clothing
6. Put on socks
7. Put on shoes
8. Exit entryway

Functions

1. Locate shoes
2. Take socks out of shoes
3. Put on both socks

SUBENVIRONMENT

4. Entryway

Activities

1. Locate/enter entryway
2. Remove outer clothing
3. Remove shoes
4. Remove socks
5. Put on outer clothing
6. Put on socks
7. Put on shoes
8. Exit entryway

Functions

1. Locate shoes
2. Put on both shoes
3. Buckle/fasten both shoes

SUBENVIRONMENT

4. Entryway

Activities

1. Locate/enter entryway
2. Remove outer clothing
3. Remove shoes
4. Remove socks
5. Put on outer clothing
6. Put on socks
7. Put on shoes
8. Exit entryway

Functions

1. Locate door
2. Open door
3. Step out
4. Close door

SUBENVIRONMENT

5. Locker room

Activities

1. Locate/enter locker room
2. Take off clothes
3. Put on swimsuit
4. Put clothes in locker
5. Take off swimsuit
6. Dry body with towel
7. Put on clothes

Functions

1. Locate appropriate locker room (men/womens)
2. Open door
3. Step inside
4. Close door

SUBENVIRONMENT

5. Locker room

Activities

1. Locate/enter locker room
2. Take off clothes
3. Put on swimsuit
4. Put clothes in locker
5. Take off swimsuite
6. Dry body with towel
7. Put on clothes

Functions

1. Take off shirt/top
2. Place shirt/top on empty chair
3. Take off pants
4. Place pants on chair
5. Take off under-clothing
6. Place under-clothing on chair

SUBENVIRONMENT

5. Locker room

Activities

1. Locate/enter locker room
2. Take off clothes
3. Put on swimsuit
4. Put clothes in locker
5. Remove swimsuit
6. Dry body with towel
7. Put on clothes

Functions

1. Locate swimsuit bag
2. Remove own swimsuit
3. Put on swimsuit

SUBENVIRONMENT

5. Locker room

Activities

1. Locate/enter locker room
2. Take off clothes
3. Put on swimsuit
4. Put clothes in locker
5. Remove swimsuit
6. Dry body with towel
7. Put on clothes

Functions

1. Open lockers
2. Locate empty locker
3. Place clothes (pants, shirt, underclothing) inside empty locker
4. Close locker door

SUBENVIRONMENT

5. Locker room

Activities

1. Locate/enter locker room
2. Take off clothes
3. Put on swimsuit
4. Put clothes in locker
5. Take off swimsuit
6. Dry body with towel
7. Put on clothes

Functions

1. Enter locker room
2. Take off swimsuit
3. Place swimsuit in swimsuit bag

SUBENVIRONMENT

5. Locker room

Activities

1. Locate/enter locker room
2. Take off clothes
3. Put on swimsuit
4. Put clothes in locker
5. Take off swimsuit
6. Dry body with towel
7. Put on clothing

Functions

1. Locate swimsuit bag
2. Remove towel from bag
3. Dry body parts with towel: (head, arms, legs, trunks & buttocks)
4. Return towel to swimsuit bag

SUBENVIRONMENT

5. Locker room

Activities

1. Locate/enter locker room
2. Take off clothes
3. Put on swimsuit
4. Put clothes in locker
5. Take off swimsuit
6. Dry body with towel
7. Put on clothes

Functions

1. Locate own locker
2. Open locker door
3. Remove clothes from locker
4. Put on under-clothing
5. Put on pants
6. Put on shirt
7. Close locker door

SUBENVIRONMENT

6. Bathroom

Activities	Functions
1. Locate bathroom	1. Locate bathroom door
2. Urinate/defecate in toilet	2. Open door
3. Wash hands	3. Step inside
4. Comb hair	4. Close door
5. Exit bathroom	

SUBENVIRONMENT

6. Bathroom

Activities	Functions
1. Locate bathroom	1. Locate toilet
2. Urinate/defecate in toilet	2. Unfasten pants/belt
3. Wash hands	3. Unzip pants
4. Comb hair	4. Pull down outer pants
5. Exit bathroom	5. Pull down under pants
	6. Sit on toilet
	7. Go in toilet
	8. Take toilet paper
	9. Wipe with toilet paper
	10. Put toilet paper in toilet
	11. Stand up
	12. Pull up under pants
	13. Pull up outer pants
	14. Zip pants
	15. Fasten belt/pants
	16. Flush toilet

SUBENVIRONMENT

6. Bathroom

Activities

1. Locate bathroom
2. Urinate/defecate in toilet
3. Wash hands
4. Comb hair
5. Exit bathroom

Functions

1. Walk to sink
2. Turn on water
3. Wet hands
4. Soap hands
5. Replace soap
6. Rinse hands
7. Turn water off
8. Take paper towels
9. Wipe hands
10. Throw towel in trash

SUBENVIRONMENT

6. Bathroom

Activities

1. Locate bathroom
2. Urinate/defecate in toilet
3. Wash hands
4. Comb hair
5. Exit bathroom

Functions

1. Locate comb in swimsuit bag
2. Bring comb in bathroom
3. Locate mirror
4. Comb hair
5. Return comb to swimsuit bag

SUBENVIRONMENT

6. Bathroom

Activities

1. Locate bathroom
2. Urinate/defecate in toilet
3. Wash hands
4. Comb hair
5. Exit bathroom

Functions

1. Locate bathroom door
2. Open door
3. Step out
4. Close door

SUBENVIRONMENT

7. Shower room

Activities

1. Locate shower room
2. Take shower
3. Exit shower room

Functions

1. Locate shower room
2. Enter shower room

SUBERNVIRONMENT

7. Shower room

Activities

1. Locate shower room
2. Take shower
3. Exit shower room

Functions

1. Locate shower
2. Turn on water
3. Adjust temperature
4. Remove shower handle
5. Shower off body
6. Turn off water
7. Replace shower handle

SUBENVIRONMENT

7. Shower room

Activities

1. Locate shower room
2. Take shower
3. Exit shower room

Functions

1. Exit shower room
2. Locate locker room or swimming pool

SUBENVIRONMENT

8. Swimming pool

Activities

1. Locate swimming area
2. Enter swimming pool
3. Swim
4. Exit swimming pool

Functions

1. Locate door to swimming area
2. Open door
3. Step out
4. Close door

SUBENVIRONMENT

8. Swimming pool

Activities

1. Locate swimming area
2. Enter swimming pool
3. Swim
4. Exit swimming pool

Functions

1. Locate swimming pool
2. Locate steps
3. Step down step

(or)

4. Locate ramp
5. Walk down ramp
6. Enter pool

SUBENVIRONMENT

8. Swimming pool

Activities

1. Locate swimming area
2. Enter swimming pool
3. Swim
4. Exit swimming pool

Functions

1. Stand in water
2. Float on stomach in water
3. Float on back in water
4. Try different swimming techniques
5. Use correct breathing techniques

SUBENVIRONMENT

8. Swimming pool

Activities

1. Locate swimming area
2. Enter swimming pool
3. Swim
4. Exit swimming pool

Functions

1. Locate steps

(or) 2. Step up

3. Locate ramp
4. Walk up ramp
5. Exit pool

ENVIROMENTAL INVENTORY

Domain: Leisure
Enviroment: Movie Theatre
Exemplar Observed: State Theatre, Windom, MN
Assessor: Anne Griffin
Subenviroments: 1) Parking Lot
2) Entrance/Exit
3) Ticket Counter
4) Snack Bar
5) Viewing Area
6) Restrooms

Subenviroments	Activities	Functions
1) Parking Lot	1. Exit car	Check door clearance Open door Get out Close door
	2. Locate car	Look for car Go to car
	3. Enter car	Check door clearance Open door Get into car Close door
2) Entrance/Exit	1. Locate entrance/exit	Look for entrance/exit Go to entrance/exit
	2. Enter/exit building	Open door Go through door Close door
3) Ticket Counter	1. Locate counter	Look for counter Go to counter
	2. Line-up	Find line Wait in line
	3. Check prices	Locate price list Read prices
	4. Get ticket	Count out money Give money to clerk Take ticket Get change
4) Snack Bar	1. Locate snack bar	Look for snack bar Go to snack bar
	2. Select snacks	Read menu Pick out snacks

Subenvironments	Activities	Functions
Snack Bar (con't)	3. Get snacks	Read prices Count out money Request snacks Give money to clerk Take snacks Get change
5) Viewing Area	1. Locate viewing area	Look for entrance Go to entrance Enter viewing area
	2. Seating	Look for empty seat Go to empty seat Sit down
	3. Movie	Sit quietly Watch movie Eat snacks
	4. Leave viewing area	Look for exit Go to exit Leave viewing area
6) Restrooms	1. Locate restroom	Look for direction signs Read direction signs Climb stairs Look for door Go to door
	2. Use restroom	Check if empty Open door Go through door Close door Go to toilet Unfasten pants Pull down pants and underwear Sit on toilet Eliminate in toilet Stand up Look for toilet paper Clean perineum with toilet paper Throw toilet paper into toilet Flush toilet Pull up pants and underwear Fasten pants Go to sink Turn on water Wash hands Turn off water Look for towels Dry hands Open door Leave restroom

ECOLOGICAL INVENTORY

DOMAIN: Community

ENVIRONMENT: Outdoor Recreation

EXEMPLAR OBSERVED: Theodore Wirth Winter Recreation Area

ASSESSOR: Tina Rutten

MAJOR ENVIRONMENTS:

A. Parking Lot Area

B. Walkway to Chalet

C. Chalet

D. Downhill Ski Area

E. Cross Country Ski Area and Trails

F. Tubing Area

G. Ice Skating Area/Warming Room

H. Sliding and Tobogganing Area

I. Outdoor Bonfire Area

J. Ski Jump Area

K. Outdoor Restrooms

A. Parking Lot Area

Two Subenvironments:

1. Main Parking Lot

Activities:	Functions:
1- Exit vehicle.	1- Checks for clearance. 2- Opens door. 3- Steps out. 4- Closes door.
2- Get equipment from vehicle/trunk.	1- Grab needed supplies (e.g., hat, gloves, lunch, skis, sled, etc. if appropriate). 2- Close vechicle door/trunk. 3- Carry equipment to appropriate use area.
3- Cross lot safely.	1- Look both directions for on coming vehicles/people. 2- If nothing is coming, cross to next row of vehicles, walking in the most direct path toward chalet. 3- Watch for and avoid tripping or falling because of potential obsticles (e.g., clumps of snow, patches of ice, etc.). 4- Locate walkway to the chalet.
4- Locate vehicle.	1- Walk in the direction of the parked vehicle. 2- If you don't know, just follow the driver of the vehicle.
5- Put equipment in the vehicle.	1- Place equipment in vehicle, making sure it all fits. 2- If necessary, close trunk.

1. Main Parking Lot (continued)

Activities:	Functions:
6- Enter vehicle.	1- Opens door. 2- Get in vehicle. 3- Pull the door shut.

2. Bus Stop / Drop-Off Circle

Activities:	Functions:
1- Exit bus / vehicle.	1- When bus door opens, step off bus. If in other vehicle, see previous number one. 2- If possible, follow the crowd toward the chalet. 3- Locate walkway to the chalet. 4- Walk in that direction. Special Considerations: If any equipment was brought, see previous number two.
2- Locate entrance.	(See number one, next section).
3- Identify pick-up vehicle.	1- Wait by or in the bus stop shelter. 2- If vehicle is waiting, see previous number five and six. 3- When correct vehicle pulls up and stops, see previous number five and six.

B. Walkway To Chalet

Two Subenvironments:

1. Sidewalk

Activities:	Functions:
1- Locate entrance.	1- Find main door people are using to get into the chalet.
	2- Walk in direction of main entrance, careful of obsticles (e.g. ice patches, people carrying equipment, etc.
	3- Use handrail, if necessary.

2. Flights of stairs:

Activities:	Functions:
1- Walk up flight of stairs.	1- Step up by alternating feet/legs and raising one to the next step. Continue in this fashion until one reaches the (highest) level platform.
	2- If necessary, use handrail.
2- Turn direction on platform.	1- Walk toward next flight of stairs.
3- Walk down flight of stairs.	1- Step down by alternating feet/legs and lowering one to next step. Continue in this fashion until one reaches the (lowest) level platform.
	2- If necessary, use handrail.

C. Chalet

Two Environments:

I. Main Floor

II. Upstairs

I. Main Floor

Seven Subenvironments:

1. Entrance

Activities:

1- Enter chalet.

Functions:

1- Decide to leave equipment (e.g., skis, sled, etc.) outside or bring it inside with you.

2- Pull door open.

3- Hold door for friends.

4- If friend is holding the door, walk in.

5- Look at signs to determine which direction to go.

6- Walk in the direction of the services you want (e.g., restrooms straight and to the left· ski equipment check out upstairs, etc.). Or just follow the people you came with.

2. Flights of stairs

Activities:

(See Section B, number two).

Functions:

(See Section B, number two).

3. Seating Area

Activities:

1- Locate a place to sit.

Functions:

1- Determine where you want to sit (e.g., smoking section, non-smoking section). Discuss this with other members in the group.

3. Seating Area (continued)

Activities:	Functions:
	2- Locate a seat / table and chairs to seat the number of persons in the group.
	3- If seating is not available, wait for some to open up.
	4- Walk to the place choosen to sit.
	5- Set equipment along wall or on the floor by choosen place to sit.
	6- If desired, remove jacket/winter clothing (e.g., hat gloves, ski pants, sweaters, etc.).
	7- Sit on available furniture (e.g., chair, bench, stool, couch). If necessary, move furniture (i.e., pull out chair, bring chair from another area, etc.).

4. Counter: Food Ordering / Cashier Area

Activities:	Functions:
1- Approach counter.	1- Locate food ordering area.
	2- Walk to that spot.
2- Wait in line.	1- If other people are standing in line, wait behind the last person.
	2- When person in front of you moves forward, step toward the counter to fill in the gap.
	3- Look at price chart and pictures of food.
	4- Optional: Talk with people in your group or others.
3- Order food item(s).	1- When food service worker asks, "May I help you?" Make acknowledging notion by nodding head or saying "yes" and moving closer to the counter.
	2- Make your order by telling the food service worker what you would like to eat. Ask questions if necessary.

4. Counter: Food Ordering / Cashier Area (continued)

Activities:	Functions:
4- Pay for and pick up food item(s).	1- Take money out of wallet/pocket.
	2- When food service worker asks for money, give money to cashier, and put change in pocket.
	3- Step a few steps to the right side to wait for your order. If there are other people, position yourself behind them and wait.
	4- When food service worker brings your order, take tray with food items.
	5- Pick up napkins, straws, etc. and if wanted/needed take accessory packets (e.g., salt, pepper, ketchup) from on the counter.
5- Bring food item(s) to dining area.	1- Wait for friend to get their order.
	2- Carry food tray to dining area. (If you need to locate a place to sit, see Section C, number three).
	3- Set tray on table/dining counter or ledge along wall.

5. Counter: Dining Area

Activities:	Functions:
1- Eating food.	1- Take food out of wrappers.
	2- Put straw into soda container/malt, if necessary.
	3- If needed, open accessory packets and put on food or plate.
	4- Eat food.
	5- While eating, talk about current events. Say things like: "This food is good." "Isn't the skiing great."
	6- Use napkins, if needed.

5. Counter: Dining Area (continued)

Activities:	Functions:
2- Collect throwable items / clean up.	1- When done eating, put food wrappers, empty beverage container, used napkins, etc. on tray. 2- Pick up or wipe up any spilled food with a napkin and put on tray. 3- Look for disposal area.

6. Waste Disposal Area

Activities:	Functions:
1- Locate waste container.	1- Look for and find closest waste container. 2- Wait for friends to finish eating and collect up throwable items.
2- Deposit throwable items in waste container.	1- Pick up tray. 2- Walk to closest waste container. 3- Put or dump throwable items in waste container. 4- Place tray on top of tray pile located on top of or next to waste container. 5- Walk back to seating place or to other area of the building.

7. Restroom

Activities:	Functions:
1- Locate restroom.	1- Look for restroom signs. 2- If necessary, ask a chalet worker or friend to help. 3- Walk in the direction of restrooms. 4- Determine which restroom you will use (i.e., MEN, WOMEN).

7. Restroom (continued)

Activities:

2- Use restroom.

Functions:

1- Push door open.

2- Walk into restroom.

3- Look for open stall door/check to see if one is empty.

4- If they are full or there are people waiting, position yourself behind or along sid of the last person.

5- Move forward when the line does.

6- When a stall is available and it is your turn, enter stall by pushing door open and walking in.

7- Shut door by pushing it shut and locking or latching it securely.

8- Use toilet in appropriate manner.

9- When done, flush toilet.

10- Open door by unlocking and pulling it toward you. Walk out.

11- Approach open sink to wash hands. Wait if necessary.

12- Wash hands.

13- Use paper towels or hand dryer to dry hands.

14- Deposit paper towels in waste container if necessary to do so.

15- Look in mirror. Comb or brush hair, apply cosmetics, etc.

16- Exit restroom.

II. Upstairs

Four Subenvironments:

1. Seating Area

Activities:	Functions:
1- Locate a place to sit.	(See Section C, number three).

2. Fireplace Area

Activities:	Functions:
1- Locate fireplace.	1- Look for fireplace. 2- Walk to the fireplace area.
2- Warm up by the fireplace.	1- Stand or sit by the fireplace. 2- Extend and or hold hands closer to the direct heat of the fire.
3- Stoke up / add wood to the fire. Note: The chalet management have an unspoken rule that only staff can or should add fire to the fireplace. Because it is not really enforced, some consumers just naturally add wood to the fire when it is needed.	1- Open fireplace screen. 2- Find and pick up metal fire poker. 3- Poke wood pieces so they turn over to allow for the fire to burn better. 4- When done, put poker back in holder. 5- If needed, pick up a piece of wood from wood box located close to fireplace, and add to the fire. 6- Close fireplace screen.

3. Downhill / Cross Country Ski Equipment Rental Area

Activities:	Functions:
1- Locate ski equipment rental area.	1- Look for ski equipment rental signs. 2- If necessary, ask chalet worker or friend to help. 3- Walk in the direction of the ski equipment rental area.

3. Downhill / Cross Country Ski Equipment Rental Area (continued)

Activities:	Functions:
2- Approach counter.	1- Determine which section of counter has the service you want (i.e., downhill or cross country ski equipment).
	2- Walk to that spot.
3- Wait in line.	1- If other people are in line, wait behind the last person.
	2- When person in front of you moves forward, step toward the counter to fill in the gap.
	3- Optional: Inniciate and receive conversation with other people around you.
4- Check out equipment.	1- When you are at the front of the line and the rental worker asks, "May I help you?" Say "yes" and state your request.
	2- When given a rental form, correctly fill it out. Ask questions if necessary.
	3- When rental worker asks for form, give it back to him/her.
	4- When rental worker asks for fee charge, pay attendant with a check or correct amount of money. Leave some type of I.D. (to be returned when equipment comes back). Put change back in pocket, if given some back in money exchange.
	5- When worker asks you to move to the other end of the counter, do as requested.
	6- When given equipment, listen to worker as he/she explains the use of the equipment.
	7- Take equipment and go to seating area. (See Section C, number three).
	8- Take boots/shoes off and put them under seat/bench or in shoe rack.

3. Downhill / Cross Country Ski Equipment Rental Area (continued)

Activities:	Functions:
4- Check out equipment (continued).	9- Put on ski shoe or boot.
	10- Tell the worker if the shoe or boot does not fit properly. If necessary ask for assistance. If it does not fit, give them back to the worker. Tell them if they were too big or too small.
	11- Wait for the different equipment.
	12- Go to seat and try them on. (Repeat steps 10 and 11 if necessary).
	13- Wait for friends to get ready.
	14- Locate signs for the wanted ski area (i.e., downhill or cross country).
	15- Pick up the rest of the equipment (poles, hat gloves, etc.). Walk in the direction you want to go.
	16- When done skiing, enter the building carrying the ski equipment.
	17- Find the same seat or one close to the spot you took your shoes/boots off.
	18- Remove ski boots/cross country ski shoes.
	19- Locate your shoes/boots.
	20- Put them on.
	21- Bring rented ski equipment to rental check in spot, as identified by sign.
	22- Get I.D. card back.
	23- Wait for friends to get their equipment checked in.
	24- Check to make sure everyone in your group has their gear (e.g., hat, gloves, etc.).
	25- Leave the rental area by walking in the direction you want to go next.

4. Tubing Rental Area

Activities: Functions:

Note: Please refer to previous section on Downhill / Cross Country Ski Equipment Rental. This section of the ecological inventory is exactly the same, just interchange the word "equipment" with inner tube.

DOMAIN: Leisure

ENVIRONMENT: Roller Skating Rink

EXEMPLAR OBSERVED: Roller Gardens, St. Louis Park, Minnesota

ASSESSOR: Deborah Dukelow

SUBENVIRONMENTS

1. Parking Lot → Activities
2. Entrance
3. Skate Rental
4. Rink
5. Snack Bar
6. Restrooms
7. Skate Shop

Activities
1. Exit car → Functions
2. Cross Lot Safely
3. Enter car

Functions
1. check for clearance
2. open door
3. step out
4. close door

2. Cross lot safely →
1. look for moving cars
2. locate entrance
3. walk directly to door or car

3. Enter car →
1. open door
2. get into car
3. close door

2. Entrance →
1. Open door →
2. Stay in line
3. Buy ticket
4. Enter rink
5. Exit rink

1. put hand on knob
2. turn knob
3. pull door toward you
4. step through door

2. Stay in line →
1. follow railing to ticket booth
2. do not pass waiting people

3. Buy ticket →
1. read price list
2. tell the counter person if you need skates
3. push money under window
4. receive change if applicable
5. take ticket for skates if applicable

SUBENVIRONMENTS	ACTIVITIES	FUNCTIONS
	4. Enter rink →	1. follow railing to left until you reach the door 2. put hand on knob 3. turn knob 4. pull door toward you 5. step through door
	5. Exit rink →	1. locate door to entrance area 2. walk to it 3. put hand on knob 4. turn knob 5. pull door toward you 6. step through door 7. locate door to outside 8. cross entrance area to door 9. put hand on bar 10. push bar and door away from you 11. step outside
3. Skate Rental →	1. Rent skates →	1. tell skate size to counter person 2. hand over ticket 3. pick up skates
	2. Return skates	
	2. Return skates →	1. put laces inside skates 2. set skates on counter
4. Rink →	1. Put on skates →	1. sit on seat 2. take off shoes 3. loosen laces on skates 4. slip foot into skate 5. tie laces 6. do same with other foot
	2. Use locker	
	3. Roller skate	
	4. Take off skates	

SUBENVIRONMENTS	ACTIVITIES	FUNCTIONS
	2. Use locker →	1. take off coat if applicable 2. find an empty locker with a key 3. put shoes and coat in locker 4. put quarter in slot 5. close door 6. turn key 7. pull key out 8. put key in pocket 9. take key out of pocket 10. put key in key hole 11. turn key 12. open door 13. take out coat and shoes
	3. Roller Skate →	1. stand up 2. place one foot in front of the other 3. move back foot forward in a gliding motion 4. continue, going faster 5. move to the music 6. try not to run into other skaters 7. skate in reduced light 8. listen to D.J. for special instructions 9. watch clock to know when it is time to go
	4. Take off skates →	1. sit on seat 2. untie and loosen laces 3. slip feet out of skates 4. put feet in shoes 5. tie shoe laces 6. put on coat if applicable

SUBENVIRONMENTS	ACTIVITIES	FUNCTIONS
5. Snack Bar →	1. Buy Food →	1. read menu 2. decide what to buy 3. tell counter person 4. pay for food 5. receive food 6. receive change if applicable
	2. Eat food →	1. take food to table 2. sit down on bench 3. put food on table 4. eat food
	3. Throw out trash →	1. locate trash container 2. walk to it 3. put trash into container
	4. Video games →	1. locate games 2. walk to them 3. use change machine if necessary 4. put quarter into slot 5. press start button 6. play game
	5. Aquarium →	1. locate aquarium 2. walk to it 3. watch fish 4. tap on glass
	6. Telephone →	1. locate phone 2. go to it 3. pick up receiver 4. put quarter in slot 5. dial number 6. talk 7. hang up receiver
	7. Television →	1. locate TV 2. go to it 3. turn it on 4. watch 5. turn it off
	8. Tell time →	1. locate clock 2. read time

SUBENVIRONMENTS	ACTIVITIES	FUNCTIONS
6. Restrooms	1. Locate	1. find mens and womens
		2. go to the right one
		3. enter
	2. Wash hands	1. turn on water
		2. put hands under water
		3. use soap
		4. rub hands together
		5. rinse hands
		6. turn off water
		7. take towel from dispenser
		8. dry hands
		9. throw towel in trash container
	3. Use toilet	1. enter stall
		2. close door
		3. lock door
		4. pull down pants
		5. sit on toilet
		6. use toilet paper
		7. stand up
		8. pull up pants
		9. flush toilet
		10. unlock door
		11. open door
		12. leave stall
	4. Look in mirror	1. locate mirror
		2. face mirror
	5. Get a drink	1. locate water fountain
		2. go to it
		3. push button
		4. bend over
		5. put mouth on water
		6. swallow
		7. release button
		8. stand up
7. Skate Shop	1. Read price list	1. locate price list
	2. Buy skate stuff	2. read it
	3. Get skates fixed	3. inquire about additional items not listed

SUBENVIRONMENTS	ACTIVITIES	FUNCTIONS
	2. Buy skate stuff →	1. tell counter person what you want 2. give money 3. receive stuff 4. get change if applicable
	3. Get skates fixed →	1. give skates to counter person 2. explain problem 3. find out when they will be fixed 4. get repaired skates 5. pay for repairs 6. receive change if applicable

ECOLOGICAL INVENTORY

DOMAIN: Leisure
ENVIRONMENT: Ice Skating Rink
EXEMPLAR: University of Alberta Rink
ASSESSOR: Sheila Doncaster

SUBENVIRONMENTS	ACTIVITIES	FUNCTIONS
1. Parking Arcade →	1. Exit car →	1. Check for clearance
2. Street to Rink	2. Cross arcade safely	2. Open door
3. Entrance to Rink		3. Step out
4. Admission Booth		4. Lock door
5. Turnstile		5. Close door
6. Main Lobby		
7. Stairways	2. Cross arcade safely	1. Move to back of car
8 Bleachers or stands		2. Look to left
9. Ladies washroom		3. Step out 4feet from end of car
10. Ice Skating Surface		4. Walk to entrance
11. Lower Lobby		5. Stop for cars backing from parking space.
12. Athletic Therapy Clinic		6. Move to left to avoid oncoming cars
13. Concession Stand		
14. Bear's Den Lounge		
2. Street to rink →	1. Exit arcade →	1. Walk from building
	2. Cross street	2. Turn to the left
	3. Walk to rink	3. Walk to street corner
	2. Cross streets	1. Wait for oncoming cars
		2. Cross street
		3. Face to right
		4. Check for oncoming cars
		5. Cross street to yellow fire hydrant
	3. Walk to rink	1. Walk past white building on right
		12. Enter first driveway on right
		13. Proceed to stairs
3. Entrance to Rink →		
	1. Proceed to door →	1. Walk up stairs
	2. Enter rink	2. Walk to door
		3. Find door that opens
		4. Allow others to enter or exit as required, wait turn

SUBENVIRONMENTS	ACTIVITIES	FUNCTIONS
3. Entrance to Rink (con'd)	2. Enter rink	1. Grasp handbar 2. Pull door back 3. Enter
4. Admission Booth →	1. Waits in line →	1. Lines up behind those waiting 2. Moves with line
	2. Positions self	
	3. Buys ticket	
	2. Positions self (at wicket)	1. Stands in front of wicket 2. Locates money
	3. Buys ticket	1. Lays money on counter 2. Receives ticket 3. Picks up change 4. Leaves area
5. Turnstile →	1. Approach turnstile →	1. Move with line
	2. Push through turnstile	2. Wait for others to pass through 3. Position in front of bar
	3. Push through turnstile	1. Grasp bar 2. Push body through turnstile
6. Main Lobby →	1. Water fountain use →	1. Locate fountain 2. Stand in front of fountain 3. Turn on fountain 4. Drink 5. Release tap
	2. Pay telephone use	1. Locate phone 2. Stand facing phone 3. Locate correct change 4. Return extra coins 5. Lift receiver 6. Insert coins 7. Dial numbers 8. Hang up if busy or no answer 9. Complete conversation

SUBENVIRONMENTS	ACTIVITIES	FUNCTIONS
7. Stairways	1. Walking up and down stairs	1. Grasp handrail 2. Proceeds one step at a time 3. Keeps eyes focussed on stairs 4. Walks across landings
	2. Avoids collisions with others	1. Walks at a consistant pace 2. Avoids pushing or shoving 3. Moves aside to let others pass 4. Leaves space between self and person in front
8. Bleachers or Stands	1. Stair way walking	1. Walks up and down stairs without handrails 2. Avoids others on stairs (Specific skills outlined in no, 7.)
	2. Seating self	1. Locates empty seats 2. Locates aisle with empty seat/s 3. Moves across aisle without stepping on others'feet 4. Seats self
	3. Skate changing (penalty box)	1. Climb incline 2. Climb steps 3. Seat self 4. Removes boots 5. Places boots on steps 6. Puts on and laces skates 7. Proceed to door to skating surface 8. Stand in line while others exit on to ice 9. Avoid walking on Others boots or shoes 10. Notes location of boots before exiting 11. Removes skates
	2. Seating self	1. Locates empty seats 2. Locates aisle with empty seat/s 3. Moves across aisle without stepping on others'feet 4. Seats self
	3. Skate changing	1. Climb incline 2. Climb steps 3. Seat self 4. Removes boots 5. Places boots on steps 6. Puts on and laces skates 7. Proceed to door to skating surface 8. Stand in line while others exit on to ice 9. Avoid walking on Others boots or shoes 10. Notes location of boots before exiting 11. Removes skates

SUBENVIRONMENTS	ACTIVITIES	FUNCTIONS
9. Ladies Washroom →	1. Entering →	1. Allows others to enter or exit as required
	2. Using toilet facilities	2. Opens door
	3. Washing hands	3. Moves to right and enters
	4. Drying hands	
	5. Combing hair	
	6. Exiting	
	2. Using toilet facilities	1. Waits in line
		2. Finds vacant stall
		3. Enters stall
		4. Closes door
		5. Undresses as required
		6. Seats self
		7. Unrolls toilet paper
		8. When completed flushes toilet
		9. Redresses
		10. Unlock door
		11. Open door
		12. Exit stall
	3. Washes hands	1. Wait for vacant sink
		2. Find vacant sink
		3. Turn on taps
		4. Adjust temperature
		5. Locate soap dispensor
		6. Dispense soap
		7. Wash hands
		8. Turn off taps
	4. Dries hands	1. Locates paper towels
		2. Pullout paper towel
		3. Rub hands dry with towel
		4. Deposit towel in waste
	5. Combs hair	1. Locates comb
		2. Stands in front of mirror
		3. Combs hair
		4. Returns comb
	6. Exits	1. Proceeds to door
		2. Waits in line as required
		3. Opens door
		4. Exits

SUBENVIRONMENTS	ACTIVITIES	FUNCTIONS
10. Ice Skating Surface	1. Entrance	1. Locate door
		2. Open door
		3. Grasp boards
		4. Wait until ice is clear in front of door
		5. Step on ice releasing grasp on boards
	2. Skating	1. Foreward skating
		2. Turning from forward to backward skating
		3. Return from back to foreward skating
		4. Skating backwards
		5. Skating with a partner
	3. Avoiding others	1. Pace self withother skaters
		2. Skate around slower skaters
		3. Skate in direction o of flow
		4. Watch flow of skaters
	4. Stopping	1. When possible stop near boards
		2. Slow speed before stoping
	5. Falling	1. Fall with arms outstretched
		2. Return to standing
		3. Check flow of skaters before proceeding
	6. Exiting	1. Check for a break in traffic
		2. Proceed to door
		3. Open door
		4. Grasp boards and steps off ice

SUBENVIRONMENTS	ACTIVITIES	FUNCTIONS
11. Lower Lobby	1. Soft drink machine use	1. Waits in line
	2. Juice/milk machine use	2. Selects correct change
	3. Skate sharpening	3. Makes selection
		4. Places change in machine
		5. Presses selection button
		6. Retreives item
		7. Retreives extra change
		8. Operates coin return
	2. Juice milk machine use	1. REPEAT ALL FUNCTIONS IN 11. 1
	3. Skate sharpening	1. Ensure machine is operating(yellow light is flashing)
		2. Prepare skates. Put laces inside skates
		3. Check forcchange required
		4. Get correct change from cashier if required
		5. Enter change into machine
		6. Place skate into machine
		7. Select hockey or figure skate button
		8. Select for dullness of blade
		9. Operates cancellation button
		10. Removes skate
		11. Repeat all steps for second skate
		12. Operates coin return button

SUBENVIRONMENTS	ACTIVITIES	FUNCTIONS
12. Athletic Therapy Clinic →	1. Enter →	1. Push door open 2. Seat self 3. Wait for service 4. Explains injury upon request 5. Follow therapist to inner room
	2. Receive treatment	1. Climbs on and off treatment tables 2. Lies quietly on tables 3. Climbs in and out of whirlpool 4. Sits quietly for treatment 5. Offers requested body part for treatment 5. Dresses and undresses 6. Dries self
		Note: Participation in some of of these may be limited by the type of injury.
	3. Excercise Program	1. Operates shoulder pulleys 2. Stands on balance board 3. Rocks balance board as required
13. Concession stand →	1. Approaches →	1. Lines up behind last person in line 2. Moves with line 3. Does not push 4. Positions self in front of counter
	2. Orders	1. Waits for service 2. Places order 3. Pays server 4. Picks up own order 5. Picks up any change returned to self
	3. Exits	1. Turns carrying order 2. Carries without spilling 3. Moves around others in line 4. Excuses self 5. Leaves concession area

SUBENVIRONMENTS	ACTIVITIES	FUNCTIONS
14. Bear's Den Lounge	1. Seat self	1. Enters through door
		2. Locates empty table
		3. Seats self at empty table
		4. Removes jacket
	2. Orders	1. Locates bar
		2. Selects money required
		3. Proceeds to bar
		4. Waits in line
		5. Requests service
		6. Places order
		7. Pays for order
		8. Receives order
		9. Picks up change returned
		10. Tips waiter
		11. Carries order back tp table
	3. Engages with others	1. Offers others a sample of finger foods
		2. Communicates with others at table
		3. Greets familiar persons
	4. Exits	1. Places any change in pocket or purse
		2. Dresses self
		3. Communicates goodbyes
		4. Exits via door

DOMAIN: RECREATION
ENVIRONMENT: MOVIE THEATRE
EXEMPLAR OBSERVED: CAPITAL TWIN THEATRE, YELLOWKNIFE, N.W.T.
ASSESSOR: J. DIVEKY

NOTE: For this ecological inventory, the following assumptions should be made:

1. Movie-going is a sociable recreational activity, therefore we assume that the actor will have invited a friend to accompany him/her.
2. The movie theatre in Yellowknife offers a choice of two movies every night at 7:00 and 9:00.
3. The invitation and arrangements to pick up the friend have been made preparatory to the inventory; the 7:00 P.M. show has been selected.

SUBENVIRONMENTS

1. Parking space.
2. Entrance.
3. Stairs.
4. Ticket booth.
5. Food concession.
6. Auditorium.
7. Washroom.
8. Exit.
9. Parking space.

ACTIVITIES

PARKING SPACE

1. Find parking space.
2. Exit car.
3. Walk to theatre building.

FUNCTIONS

FIND PARKING
1. Identify appropriate space near theatre.
2. Park car.

EXIT CAR
1. Remove key.
2. Turn off lights (in winter).
3. Step out.
4. Ensure companion has locked door.
5. Lock and close door.

WALK TO THEATRE BUILDING
1. Wait for friend.
2. Walk along sidewalk.
3. Look at crossing lights.
4. When green, cross road.
5. Walk to theatre steps.

Environmental Inventory - J. Diveky

SUBENVIRONMENT	ACTIVITIES	FUNCTIONS
	ENTRANCE 1. Select movie. 2. Enter theatre.	SELECT MOVIE 1. Read poster for Theatre One on left: "Pinocchio." 2. Read poster for Theatre Two on right: "Citizen Kane." 3. Ask companion preference. 4. Decide to see "Pinocchio." ENTER THEATRE 1. Climb three steps to doorway. 2. Push door open and enter porch. 3. Push second door open and approach stairs.
	STAIRS 1. Select lineup. 2. Climb stairs.	SELECT LINEUP 1. Read posters on walls to left and right of divided stairway. 2. Check that "Pinocchio" lineup is on left. 3. Approach lefthand side of stairs. CLIMB STAIRS 1. Move up, one step at a time in front of companion. 2. Observe order of others in lineup. 3. Take and maintain position in lineup. 4. Approach ticket booth at top of stairs.
	TICKET BOOTH 1. Ask cashier for tickets. 2. Pay for tickets.	ASK CASHIER FOR TICKETS 1. Wait for cashier to say, "Can I help you?" 2. Say, "Two student tickets for Pinocchio, please." 3. Listen to cashier for cost. PAY FOR TICKETS 1. Remove cash from wallet; hand to cashier. 2. Wait for tickets and change, if any.

Environmental Inventory - J. Diveky

SUBENVIRONMENT	ACTIVITIES	FUNCTIONS
		3. Take tickets from cashier. 4. Say, "Thank you." 5. Take change and put in wallet. 6. Replace wallet in pocket. 7. Turn left into foyer.
	FOOD CONCESSION 1. Select refreshments. 2. Indicate selection to cashier. 3. Pay for items. 4. Accept refreshments for companion and self.	SELECT REFRESHMENTS 1. Walk across foyer to food concession. 2. As companion if he would like popcorn and/or a drink. 3. When purchasers ahead move away, step forward to the counter.
		INDICATE SELECTION TO CASHIER. 1. Ask cashier for two containers of popcorn and two Cokes. 2. Wait as cashier adds up price.
		PAY FOR ITEMS 1. Remove wallet from pocket. 2. Listen to cashier for total. 3. Remove cash from wallet; hand to cashier. 4. Wait for change. 5. Replace change in wallet.
		ACCEPT REFRESHMENTS FOR COMPANION AND SELF. 1. Pick up one Coke and one container of popcorn from counter. 2. Turn around to face companion. 3. Hand items to companion. 4. Listen to him say, "Thank you." 5. Reply, "You're welcome." 6. Pick up other Coke and container of popcorn.

Environmental Inventory - J. Diveky

SUBENVIRONMENT	ACTIVITIES	FUNCTIONS
		7. Turn left to leave concession stand.
	AUDITORIUM 1. Locate entrance. 2. Select seat. 3. Take places. 4. Watch movie.	LOCATE ENTRANCE 1. Walk to door; open. 2. Select left or right aisle. 3. Turn right to entrance. 4. Turn left to follow aisle. 5. Walk down aisle.
		SELECT SEAT 1. Turn left to middle seats. 2. Stand aside to allow companion to go first. 3. Say, "Excuse me," if you have to disturb someone already seated. 4. Turn to face the person you have to pass by. 5. Bend down to place Coke and popcorn on floor in front of seat.
		TAKE PLACES 1. Hold seat down with one hand. 2. Sit down. 3. Ask companion if he is comfortable.
		WATCH MOVIE 1. When lights are dimmed, cease conversation. 2. Watch movie. 3. When movie is over, stand up. 4. Turn right; walk to aisle. 5. Turn right; walk to door.
	WASHROOMS 1. Locate washroom door. 2. Enter and select cubicle. 3. Use washroom. 4. Wash hands.	LOCATE WASHROOM DOOR 1. Turn left and read "WOMEN" and "MEN" on doors. 2. Walk to "WOMEN" door. 3. Push door open.

Environmental Inventory - J. Diveky

SUBENVIRONMENT	ACTIVITIES	FUNCTIONS
		ENTRÉ AND SELECT CUBICLE 1. Walk into washroom. 2. Find an unoccupied cubicle 3. Wait if all cubicles are occupied. 4. Entre cubicle; turn around and lock door.
		USE WASHROOM 1. Sit down and use toilet. 2. Stand up and unlock door. 3. Leave cubicle.
		WASH HANDS 1. Approach basin. 2. Reach up and depress soap lever with left hand. 3. Soap right hand. 4. Turn on tap with left hand. 5. Wash hands. 6. Rinse. 7. Turn left and grasp towel from dispenser. 8. Dry hands. 9. Turn around and push door open. 10. Wait outside washroom for companion.
	EXIT	LOCATE EXIT 1. Cross foyer. 2. Approach door marked "EXIT". 3. Push door open. 4. Walk down stairs. 5. Push outside door open. 6. Walk outside.
	PARKING SPACE 1. Walk up alley. 2. Cross road. 3. Locate and enter car.	WALK UP ALLEY 1. Orient oneself: the exit is at the rear of the building. 2. Walk up alley; turn left onto sidewalk.
		CROSS ROAD 1. At curb, check traffic lights.

SUBENVIRONMENT	ACTIVITIES	FUNCTIONS
		2. Cross road when light is green.
		LOCATE AND ENTER CAR
		1. Walk down sidewalk to car.
		2. Walk around back of car to driver's side.
		3. Unlock door.
		4. Get in; close door.
		5. Unlock door for companion.
		6. Fasten seat belt.
		7. Place key in ignition
		8. Turn on ignition.
		9. Check for traffic.
		10. Drive away.

COMMUNITY ENVIRONMENTS

DOMAIN: Community
ENVIRONMENT: Community Hall
EXEMPLAR OBSERVED: Henri Complex, Pelly Bay, N.W.T.
ASSESSOR: Myrna Ziola/Antje Rempel

SUBENVIRONMENTS:

1. Entrance
2. Dining Hall
3. Theatre
4. Meeting Room
5. Sports Hall
6. Drum Dance Hall
7. Traditional Games Hall

ACTIVITIES

Dining Hall

1. Locate family area
2. Wait until turn to eat
3. Locate eating utensils
4. Locate meat
5. Relocate family area
6. Eat
7. Exit

FUNCTIONS

Locate Family Area

1. Walk to family area.
2. Avoid bumping people.
3. Observe running children's movements.
4. Find bench or floor space.
5. Sit down facing centre.
6. Put cardboard and ulu/knife on floor.
7. Undo coat.
8. Remove hat and mitts.
9. Put hat and mitts on floor behind sitting area.

Wait Until Turn To Eat

1. Watch hunter chop frozen carcass with axe.
2. Interact with neighbors.
3. Watch hunter's face for visual cue indicating turn to eat.

Locate Eating Utensils

1. Pick up cardboard.
2. Put under arm.
3. *Pick up ulu/knife in hand.

Locate Meat

1. Walk to carcass.
2. Avoid bumping people.
3. Observe running children's movements.
4. Walk slowly around meat until desired piece is located.
5. Kneel.
6. Put cardboard on floor.

*ulu is a woman's utensil
*knife is a man's utensil

7. Using ulu/knife - cut desired portion of meat from piece.
8. Pick portion up.
9. Place meat and ulu/knife on cardboard.
10. Pick up cardboard - holding so that the meat and ulu/knife do not fall off.
11. Stand up.

Relocate Family Area

1. Walk towards family area holding cardboard so meat and ulu/knife do not fall off.
2. Avoid bumping people.
3. Observe running children's movements.
4. Arrive at family area.
5. Place cardboard on floor.
6. Sit down beside cardboard.

Eat

1. Pick up ulu/knife with dominant hand.
2. Cut small pieces of meat with ulu/knife.
3. Place some meat in mouth - remove extra meat with knife/ulu.
4. Place extra portion of meat on cardboard.
5. Eat meat.
6. Repeat steps 3-7 until piece of meat finished - than repeat from 2 if still hungry.
7. When finished wipe ulu/knife on cardboard.
8. Place clean knife/ulu on cardboard.

Exit

1. Fasten coat.
2. Find mitts and hats.
3. Put mitts and hat on.
4. Stand up.
5. Bend over, pick up cardboard ulu/knife and remaining meat.
6. Walk to exit carrying cardboard - watch that meat and ulu/knife do not fall off.
7. Avoid bumping people.
8. Observe running children's movements.
9. Push door open
10. Walk out.

ACTIVITY

Drum Dance Hall

1. Locate Family area
2. Listen and observe
3. Dance
4. Return to family area
5. Drink tea
6. Exit

FUNCTIONS

Locate Family Area

1. Walk to family area.
2. Avoid bumping people.
3. Observe running children's activities.
4. Find available space.
5. Sit down and face drummers.
6. Place thermos on floor.
7. Unbutton coat.
8. Take off hat and mitts.
9. Put hat and mitts on floor.

Listen and Observe

1. Watch and listen to singers.
2. Observe as drum dancer dances and chants.
3. Interact with neighbors.

Dance

1. Observe cue for your turn.
2. Walk to drum.
3. Avoid bumping people.
4. Observe running children's movements.
5. Pick up drum and beater.
6. Wait for beginning cue.
7. Beat drum.
8. Dance and chant.
9. When finished, put drum down and beater - in centre of dance area.

Return Family Area

1. Walk towards family area.
2. Avoid bumping people.
3. Observe running children's movements.
4. Sit down in family area - facing drummers.

Drink Tea

1. Pick up thermos.
2. Unscrew cup and place on floor.
3. Unscrew cap and place on floor.
4. Pour tea from thermos into cup.*
5. Offer family members tea in their cup.
6. Pour tea into other member's cups.
7. Return cap to thermos.
8. Put thermos on floor.
9. Drink tea.
10. Screw cup onto thermos.

*always pour your own tea first.

Exit

1. Button up coat
2. Find hat and mitts.
3. Put on hat and mitts.
4. Find thermos.
5. Pick up thermos.
6. Stand up.
7. Walk to exit door.
8. Avoid bumping people.
9. Observe running children's movements.
10. Push door open.
11. Walk out.

DOMAIN: COMMUNITY
ENVIRONMENT: GROCERY STORE
EXEMPLAR OBSERVED: RAINBOW FOODS, LARPENTEUR AVENUE, ST. PAUL, MN
ASSESSOR: THERESA MUSTONEN

SUBENVIRONMENTS	ACTIVITIES	FUNCTIONS
1. Parking Lot	PARKING LOT	
2. Entrance		
3. Aisles	1. Exit car	EXIT CAR
4. Deli	2. Walk to Entrance	1. Remove key from ignition
5. Bakery	3. Locate correct door	2. Open door
6. Produce		3. Step out
7. Meats.		4. Lock and close door
8. Dairy		
9. Frozen foods (upright)		WALK TO ENTRANCE
10. Frozen foods (horizontal)		1. Walk along side of car to rear of car
11. Check out lanes		2. Walk through lot, watching for cars backing up or driving down row, and moving out of way when necessary
12. Exit		3. Stop before crossing road just in front of store
13. Parking Lot		4. Look both ways
		5. Cross road on front of store
		6. Approach entrance
		LOCATE CORRECT DOOR
		1. Read "IN" and "OUT" on door
		2. Walk to "IN" door
		3. Push door open and walk into vestibule
		4. Turn and walk through 2nd door into store
	ENTRANCE	
	1. Locate cart	LOCATE CART
		1. Walk to line of shopping carts
		2. Grasp end cart by bar and pull back to separate from line of carts
		3. Push bar on cart forward to form basket
		4. Remove shopping list and pen from pocket or purse
		5. Place on basket of cart

AISLES

1. Locate items
2. Manuever cart past other shoppers
3. Move cart to allow other shoppers to access shelves
4. Ask other shopper to move cart

LOCATE ITEMS
1. Read signs hanging from ceiling
2. Push cart down aisle where desired items are located
3. Scan shelves to locate desired item
4. Remove item from shelf
5. Place item in cart
6. Cross off list

MANUEVER CART
1. Hesitate when encountering other shopper pushing cart or before overtaking other shopper
2. Observe other shopper's movements
3. Move cart opposite way other shopper does
4. Ask other shopper to move

MOVE CART
1. Observe position of other shoppers with carts
2. Move cart to center of aisle or to other side of aisle if shopper appears to want an item blocked by your cart

DELI

1. Locate desired item
2. Remove from shelf or tell attendent how much of item is wanted
3. Take item from attendent

LOCATE ITEM
1. Maneuver cart along side of display case
2. Scan shelves and items in glass display case

REMOVE FROM SHELF/COMMUNICATE WITH ATTENDENT
1. Reach forward, pick up item and place in cart or stand near display case
2. Respond to attendent's "may I help you" by telling person amount of item wanted

TAKE ITEM FROM ATTENDENT
1. Remove item from attendent's hand or shelf
2. Say "thank you"
3. Place in cart
4. Cross item off list

BAKERY

1. Locate/select items from shelf
2. Locate/select items from bins and bag
3. Locate/select items from display case

LOCATE/SELECT SHELVED ITEMS

1. Manuever cart past shelves of bread or rolls
2. Scan selections
3. Select desired item
4. Remove from shelf
5. Place in basket
6. Cross item off list

LOCATE/SELECT ITEMS IN BINS

1. Manuever cart past bin
2. Scan selections
3. Step away from cart to where roll of plastic bags is located
4. Tear off one bag per kind of item desired
5. Take enough twisters to equal number of bags
6. Step to bin where items are located
7. Put twister in basket of cart
8. Open clear hinged lid
9. Open bag
10. Grasp tongs in bin compartment
11. Use tongs to remove desired number of items
12. Place items in bag
13. Place tongs in bin
14. Close clear lid
15. Pick up twister from cart, twirl bag, and use twister to fasten
16. Place bag in cart
17. Maneuver cart away from bins

LOCATE/SELECT ITEMS IN GLASS CASE

1. Maneuver cart to glass case
2. Scan case for selections
3. Motion to attendent or wait until attendent sees you
4. Ask for desired item
5. Take item from attendent
6. Say "thank you"
7. Place item in cart
8. Cross bakery items off list
9. Move cart away from glass case

PRODUCE

1. Locate/select pre-bagged items
2. Locate/select produce to be bagged
3. Weigh produce

LOCATE/SELECT PRE-BAGGED PRODUCE

1. Maneuver cart to produce counter
2. Scan produce for desired items
3. Place items in cart

LOCATE/SELECT PRODUCE TO BE BAGGED

1. Maneuver cart to produce counter
2. Scan produce for desired items
3. Step to nearest roll of plastic bags
4. Tear off bag and take twister
5. Hold bag in one hand, twister in other
6. Step back to counter
7. Open bag
8. Place item in bag

WEIGH PRODUCE

1. Holding bagged produce in one hand, twister in other, step to nearest scale
2. Reach up, place bag in pan of scale
3. Watch needle on scale
4. Add or subtract items to reach desired weight
5. Remove bag from scale
6. Close bag with twister
7. Place bag in cart
8. Cross produce items off list

MEAT SECTION

1. Locate/select fresh meat

LOCATE/SELECT FRESH MEAT

1. Maneuver cart to far wall of grocery store
2. Move slowly past meats from one end of counter to the other, then turn cart and move back along center island until desired meat is located (balony, hotdogs, beef and pork are along outside wall; chicken turkey, fish are in island).

3. Stop in front of desired item
4. Lean forward
5. Remove item from case and place in cart
6. Cross meat items off list

DAIRY

1. Locate/select eggs
2. Locate/select milk
3. Locate/select cheese, margarine, yogurt, etc.

LOCATE SELECT EGGS

1. Manuever cart to egg case
2. Using both hands, select one carton of eggs of desired size
3. Support carton with one hand;open carton with other hand
4. Inspect eggs for cracks
5. Close carton
6. If cracks are found, return carton to shelf and repeat steps 1-5. If no cracks are found, place carton in basket of cart
7. Cross eggs off list

LOCATE/SELECT MILK

1. Manuever cart to milk section
2. Scan milk for desired kind (eg., plastic or paper containers; Kemps skim in blue carton, 1% in yellow carton, 2% in pink carton)
3. Reach for desired kind
4. Remove from shelf
5. Place in bottom of cart
6. Cross milk off list

LOCATE/SELECT CHEESE, MARGARINE, YOGURT, ETC.

1. Manuever cart to cheese section
2. Scan selections
3. Remove desired items from shelf
4. Place in cart
5. Cross item off list

FROZEN FOODS (UPRIGHT CASES)

1. Locate item
2. Open door and remove item

LOCATE ITEM

1. Manuever cart to upright cases (frozen dinners, some frozen pizzas, ice cream, some frozen fish)
2. Scan shelves for desired item

OPEN DOOR AND REMOVE ITEM

1. Manuever cart to position ahead of case
2. Step back
3. Slide fingers under handle
4. Pull back while grasping handle
5. Step forward, still holding door open with one hand
6. Grasp desired item with other hand
7. Remove item from shelf
8. Step back and let go of handle
9. Push door shut
10. Place item in cart
11. Cross item off list

FROZEN FOODS (HORIZONTAL CASES)

1. Locate item
2. Remove from bin

LOCATE ITEMS

1. Push cart along edge of case
2. Scan items

REMOVE FROM BIN

1. Stop cart just ahead of item
2. Turn to face bin
3. Lean forward
4. Grasp item and remove
5. Place in cart

CHECK OUT LANES

1. Select appropriate lane
2. Unload items
3. Pay for items
4. Bag items

SELECT APPROPRIATE LANE

1. Manuever cart to area near lanes
2. Count items in cart
3. If 20 or less, select shortest line of express lines (identified by sign hanging from ceiling above express lane)
4. If more than 20, select shortest regular lane

5. Push cart to lane
6. Maintain a distance of several feet between your cart and shopper in front of you
7. Move cart ahead as line moves forward
8. When shopper ahead of you is being checked out, step to the front of your cart
9. Locate separator bar on far ledge of conveyor belt
10. Place bar behind shopper's last item
11. Turn around to face the front of your cart
12. Reach forward
13. Remove items from cart
14. Place on conveyor belt
15. Pull cart ahead and turn to face cashier
16. Wait as cashier rings up items or runs them across scanner

PAY FOR ITEMS

1. Remove billfold/checkbook from pocket/purse
2. Take pen from basket of cart
3. Begin writing name of store, date, and sign name on check or stand with billfold in hand
4. Listen to cashier for total
5. Write amount on check; tear off pad or remove cash from billfold; hand to cashier
6. Wait for receipt and change from cash, if any
7. Take receipt from cashier
8. Say "thank you"
9. Place receipt and/or change in billfold
10. Place billfold in purse or pocket
11. Place purse in bottom of cart

BAG ITEMS

1. Pull cart to end of checkout lane
2. Manuever cart into a sideways position near shelf at end of lane
3. Locate bags under knee level shelf
4. Remove bag
5. Open bag
6. Set on shelf
7. Push button at end of lane to advance items on conveyor belt
8. Remove heavy items(milk, canned goods, meats) and place in bottom of bag
9. Place lighter items in bag
10. When bag is full, lift into cart
11. Take another bag and repeat steps 4-10 until all groceries are bagged and in cart

EXIT AREA

1. Locate exit

LOCATE EXIT

1. Push cart toward doors
2. Approach door marked "exit" or "out"
3. Push cart onto mat in front of door
4. Wait until door opens automatically
5. Push cart through exit
6. Turn cart
7. Push through second set of doors after they open automatically

PARKING LOT

1. Push cart through lot to car
2. Place groceries in car
3. Return cart to corral
4. Walk to car
5. Enter car

PUSH CART THROUGH LOT TO CAR

1. Locate curb cut
2. Push cart to curb cut
3. Stop and look both ways before crossing street in front of store
4. When safe, push cart across street
5. Push cart to row where car is parked
6. Push cart down row, stopping to wait if cars are backing up or driving into a place
7. Locate car

8. Push cart alongside trunk or near door
9. Unlock door of car and open

PLACE GROCERIES IN CAR

1. Lift bag from cart
2. Place in trunk, or on floor of car
3. Repeat 1-2 until all bags are in car
4. Remove purse from cart
5. Close door and lock

RETURN CART TO CORRAL

1. Manuever cart to street behind car
2. Look up and down row to locate cart corral
3. Push cart to corral, watching for cars backing up
4. Push cart into chute at corral
5. Walk back to car

ENTER CAR

1. Unlock door
2. Step in
3. Close door and lock
4. Fasten seat belt
5. Place key in ignition
6. Turn car on
7. Back up, turning head as far around and from side to side as possible to check for cars
8. Back out of place when clear
9. Drive away

DOMAIN: General Community
ENVIRONMENT: Bus Depot
EXEMPLAR OBSERVED: Greyhound Bus Depot, Edmonton, Alberta
ASSESSOR: Paul Siebert

SUBENVIRONMENTS

I. Front Entrance
II. Information Board
III. Ticket Counter
IV. Lockers
V. Telephones
VI. Water Fountains
VII. News and Snack Stand
VIII. Shoeshine Area
IX. Sitting Area
X. Boarding Area
XI. Washrooms*
XII. In the Bus*
XIII. A & W Coffee Shop*
XIV. Video Game Area*

* A separate inventory should be done for this subenvironment.

ACTIVITIES

I. Front Entrance

A. Exit Car/Taxi
B. Retrieve Luggage
C. Pay Driver
D. Thank Driver (if personal acquaintance)
E. Buy Newspaper
F. Enter the Depot

FUNCTIONS

I.A. Exit Car/Taxi

1. Checks for clearance
2. Opens door
3. Steps out
4. Retrieves hand luggage
5. Closes door.

I.B. Retrieve Luggage

1. Moves to back of car/taxi
2. Takes luggage from taxi driver
3. Lifts luggage from the trunk of private car
4. Places luggage on curb

I.C. Pay Taxi Driver

1. Asks price
2. Gets wallet out of purse or pocket
3. Gives correct change or a sum greater than the price
4. Waits for change
5. Returns change to wallet, pocket, or purse
6. Puts wallet away
7. Thanks driver

I.D. Thank Driver (if personal acquaintance)

1. Shake hands or hug depending on relationship
2. Thanks driver
3. Says Good-byes
4. Waves as driver leaves

I.E. Buy Newspaper

1. Locates desired newspaper box
2. Ensures there is a paper left

SUBENVIRONMENTS	ACTIVITIES	FUNCTIONS
		I.E. cont'd. 3. Locates correct change in pocket, purse, or wallet 4. Inserts correct change I.F. Enter the Depot 1. Locates door 2. Moves to door with luggage 3. Puts luggage down 4. Opens door 5. Places foot or luggage in doorway to keep door open 6. Picks up luggage 7. Accepts another person's help with the door 8. Thanks person for holding door 9. Moves through the door 10. Climbs three stairs with luggage
	II. Information Board A. Locate Information Board B. Wait Turn C. Read Location of Destination and Time of Departure D. Exit Information Area	II.A. Locate Information Board 1. Scans the lobby 2. Moves to general area of information board with luggage II.B. Wait Turn 1. Orients self behind the group looking at the information board 2. Moves forward as others do 3. Reaches the front of the line II.C. Read Location of Destination and Time of Departure 1. Checks for headings ARRIVALS/ DEPARTURES 2. Looks under DEPARTURES 3. Locates city/town of destination 4. Looks across board left to right to locate time of departure 5. Makes mental or written note on departure time

SUBENVIRONMENTS	ACTIVITIES	FUNCTIONS
		II.D. Exit Information Area
		1. Picks up luggage 2. Moves away from information area
	III. Ticket Counter	III.A. Locate Ticket Area
	A. Locate Ticket Area B. Line Up C. Purchase Ticket D. Make Requests for other Information E. Exit Ticket Area	1. Scans the lobby 2. Moves toticket area with luggage
		III.B. Line Up
		1. Locates open wicket 2. Moves into line up behind last person 3. Advances with luggage as line advances 4. Reaches front of line 5. Places luggage at feet
		III.C. Purchase Ticket
		1. Waits for ticket seller's look or acknowledgement 2. Communicates when and where of destination 3. Communicates round trip or one way 4. Obtains price 5. Gets wallet out 6. Gives correct change or slightly more than price to ticket seller 7. Waits for change 8. Returns change to wallet, purse, or pocket 9. Puts wallet away 10. Takes Ticket 11. Places ticket in pocket, purse, or wallet
		III.D. Make Requests for Other Information
		1. Requests gate number and time of boarding 2. Makes mental or written note of time and gate 3. Requests baggage tags for destination 4. Puts tags in pocket, purse, or wallet

SUBENVIRONMENTS	ACTIVITIES	FUNCTIONS
		III.E. Exit Ticket Area 1. Picks up all luggage 2. Moves away from the wicket 3. Locates pen 4. Locates baggage tags 5. Prints or fixes name and destination on tag 6. Attaches tags to luggage to be checked
	IV. Lockers A. Locate Locker B. Check Price and Resources C. Obtain Correct Change D. Insert Luggage E. Pay F. Retrieve Luggage G. Exit Locker Area	IV.A. Locate Locker 1. Scans the lobby for nearest locker location 2. Moves to lockers with luggage 3. Locates empty locker of appropriate size
		IV.B. Check Price and Resources 1. Locates price for locker use 2. Checks wallet and pockets for correct change
		IV.C. Obtain Correct Change 1. Moves with luggage to the ticket wicket or snack bar 2. Waits in line 3. Moves forward as others do 4. Gets wallet out 5. Locates equivalent or greater amount of money 6. Reaches the front of the line 7. Waits for employee's acknowledgement 8. Requests change 9. Hands over money 10. Takes change proferred 11. Communicates thanks 12. Puts change in wallet, purse, or pocket 13. Moves with luggage tothe locker area

SUBENVIRONMENTS	ACTIVITIES	FUNCTIONS
		IV.D. Insert Luggage 1. Holds spring-hinged door open 2. Lifts luggage into locker 3. Pushes first pieces in to the back 4. Allows door to close
		IV.E. Pay 1. Remove correct change from wallet, pocket, or purse 2. Inserts coins into slot 3. Turns key and removes 4. Stores key safely
		IV.F. Retrieve Luggage 1. Inserts key and turns 2. Opens door 3. Holds door open 4. Removes luggage 5. Allows door to close
		IV.G. Exit Locker Area 1. Picks up any luggage not stored 2. Moves away from locker area to lobby
	V. Telephones A. Locate Phones B. Check Price and Resources C. Obtain Correct Change D. Locate Correct Phone Number E. Operate Telephone F. Exit from Area	V.A. Locate Phones 1. Scans lobby for nearest telephones 2. Moves to telephone area 3. Locates a telephone not in use
		V.B. Check Price and Resources 1. Locates price of phone use 2. Checks wallet and pockets for correct change
		V.C. Obtain Correct Change ****See IV.C.***

SUBENVIRONMENTS	ACTIVITIES	FUNCTIONS
		V.D. Locate Correct Phone Number 1. Checks own phone number list 2. Checks over phone book for name and number of person to be called 3. Highlights the location of the number
		V.E. Operate the Telephone 1. Inserts coin 2. Waits for dial tone 3. Punches in telephone numbers 4. Speaks with other party when they respond 5. Hangs up if busy or no answer 6. Retrieves returned coin 7. Hangs up when finished talking
		V.F. Exit from Area 1. Collects belongings 2. Moves away from telephones to general lobby
	VI. Water Fountains A. Locate Fountains B. Take a Drink C. Exit the Area	VI. A. Locate Fountains 1. Scans lobby for water fountains 2. Moves to fountains 3. Waits turn in line 4. Advances with the line 5. Reaches the fountains 6. Chooses high or low fountain
		VI.B. Take a Drink 1. Leans head over water spout 2. Turns knob on tap 3. Drinks 4. Wipes away excess water from mouth
		VI.C. Exit the Area 1. Pick up any luggage 2. Move away from fountains

SUBENVIRONMENTS	ACTIVITIES	FUNCTIONS
	VII. News and Snack Stand	VII.A. Locate News and Snack Stand
	A. Locate News and Snack Stand	1. Scans lobby for news and snack stand
	B. Scan Possibilities of Purchases	2. Moves to this area with luggage
	C. Pay for Purchase	3. Waits turn for service
	D. Exit Area	
		VII.B. Scan Possibilities of Purchases
		1. Checks over cards, magazines, newspapers, snacks
		2. Asks prices of various items
		3. Decides on purchase
		VII.C. Pay for Purchase
		1. Indicates desired item
		2. Asks price
		3. Gets out wallet, purse, or change
		4. Gives correct change or sum slightly greater than price
		5. Waits for change
		6. Returns change to wallet, purse, or pocket
		7. Puts wallet away
		8. Thanks employee
		9. Takes purchased item
		VII.D. Exit Area
		1. Picks up all belongings
		2. Leaves area for main lobby
	VIII. Shoeshine Area	VIII. A. Locate Shoeshine Area
	A. Locate Shoeshine Area	1. Scans lobby for shoeshine area
	B. Receive Service	2. Moves to this area with belongings
	C. Pay for Service	3. Waits in line
	D. Exit Shoeshine Area	4. Climbs up to seat
		VIII.B. Receive Service
		1. Seats self
		2. Pulls pant legs up slightly

SUBENVIRONMENTS	ACTIVITIES	FUNCTIONS
		VIII.B. cont'd. 3. Remains in chair until shoes are shined VIII.C. Pay for Service 1. Asks price 2. Gets out wallet, purse, or change 3. Gives correct change or sum slightly larger than price 4. Waits for change 5. Returns change to wallet, purse, or pocket 6. Puts wallet away 7. Thanks for service VIII.D. Exit Shoeshine Area 1. Picks up all belongings 2. Leaves for main lobby
	IX. Sitting Area A. Locate a Seat B. Behave in a Mannerly Fashion C. Prepare for Boarding	IX.A. Locate a Seat 1. Scans lobby for seats 2. Moves to seats near boarding gate 3. Locates a chair (not directly beside another person if there is much room) 4. Sits down 5. Watches hand luggage IX.B. Behaves in a Mannerly Fashion 1. Throws garbage in garbage pail 2. Uses ashtray for cigarette 3. Sits quietly 4. Reads newspaper or magazine 5. Eats snack quietly IX.C. Prepare for Boarding 1. Checks watch 2. Watches gate 3. Listens for announcements re departure 4. Gathers up luggage

SUBENVIRONMENTS	ACTIVITIES	FUNCTIONS
	X. Boarding Area	X.A. Locate Gate
	A. Locate Gate	1. Scans lobby for gate number
	B. Wait in Line	2. Moves to that gate
	C. Show Ticket	
	D. Locate Bus	X.B. Wait in Line
		1. Stands at end of line
		2. Advances with luggage as line advances
		3. Gets ticket out
		4. Arrives at front of line
		X.C. Show Ticket
		1. Hands over ticket to checker
		2. Takes back marked ticket
		3. Asks for correct bus number and location
		4. Walks through door with luggage
		X.D. Locate Bus
		1. Moves to position in front of bus
		2. Reads destination of that bus
		3. Reads bus number
		4. Repeats #2 and #3 until correct bus is located
		5. Asks if bus is going to destination x
		6. Leaves luggage at side of bus with checker
		7. Waits to see that luggage is stowed under bus
		8. Locates bus door at front of bus
		9. Waits in line
		10. Advances as line advances
		11. Climbs stairs into bus

DOMAIN: Community

ENVIRONMENT: Church

EXEMPLAR OBSERVED: Zumbro Lutheran Church
Rochester, Minnesota

ASSESSOR: Lorre Thompson

Subenvironments:

Parking Lot

Entrance

Sanctuary

Bathroom

Coffee Room

Classroom

Library

Kitchen

Gymnasium

Nursery

	Activities
Parking Lot	- Exit Car
	- Cross Lot Safely
	- Locate Entrance
	- Enter Car
Entrance	- Open Door
	- Hang Coat Up
	- Finds Coat
	- Exit Door
Sanctuary	- Enter Sanctuary
	- Finds Seat
	- Follows Service
	- Offering
	- Communion
	- Exits Sanctuary
Bathroom	- Enters
	- Enters Stall
	- Goes to the Bathroom

- Exits Stall
- Wash Hands
- Exits Bathroom

Coffee Room
- Enters Room
- Gets Food
- Sits
- Eats
- Disposes of Dirty Dishes
- Exit Room

Classroom
- Enter Room
- Sits
- Class
- Out of Chair
- Exit Room

Library
- Enters room
- Card Catalog
- Book Shelf
- Check Out
- Exit Room

Kitchen
- Enters Kitchen
- Drops Off Potluck Food
- Picks Up Potluck Food
- Exit Kitchen

Gymnasium
- Enters Gym
- Potluck
- Exits Gym

Nursery
- Enters Nursery
- Leaves Child
- Picks Up Child
- Exits Nursery

Activities:	Functions:
- Exit Car	* checks for clearance
	* opens door
	* steps out
	* closes door
- Cross Lot Safely	* looks for traffic
	* walks when clear
- Locates Entrance	* walks to entrance
- Enters Car	* identifies car
	* checks for clearance
	* opens door
	* steps in
	* closes door
- Opens Entrance Door	* pulls door open
	* steps in
- Hangs Coat Up	* finds coat rack
	* finds a hanger
	* takes coat off
	* hangs coat on hanger
	* puts hanger on rack
- Finds Coat	* identifies coat on hanger
	* takes coat off hanger
	* puts coat on
- Exit Entrance	* pulls door open
	* steps out
- Enter Sanctuary	* finds sanctuary entrance
	* enters doors
	* accepts bulletin
- Finds Seat	* spots an open seat
	* sits an open seat
- Follows Service	* stands when opening hymn is sung and when minister indicates (palms up)
	* sits when indicated by minister (palms down)

	* sings when pamphlet and hymnal indicate
	* responds when pamphlet and hymnal indicate
	* using pamphlet, looks up page numbers in the hymnal
- Offering	* accepts offering plate from neighbor
	* takes offering out of pocket
	* places offering in plate
	* passes offering plate to other neighbor
- Communion	* shakes neighbors' hands and says " peace be with you " when indicated
	* stands to accept communion when usher nods at your row
	* walks to alter area
	* waits for turn at alter
	* kneels at alter
	* waits for bread and wine
	* takes bread
	* eats bread
	* takes wine
	* drinks wine
	* gives empty cup to acralyte
	* stands up
	* waits for turn to walk back
	* walks back toward seat
	* identifies row sat in
	* sits in same place
- Exit Sanctuary	* leaves sanctuary after closing hymn is sung
	* finds sanctuary doors
	* shakes minister's hand
	* exit thruogh doorway
- Enters Bathroom	* finds bathrooms
	* identifies appropriate room to enter

	* opens door
	* enters through door
- Enters Stall	* locates stall
	* opens door
	* closes door
	* locks door
- Goes to the Bathroom	* unzips or unbuttons pants
	* pulls pants down
	* sits on commode
	* urinates or bowels move
	* wipes self off the toilet paper
	* throws toilet paper in toilet
	* stands up
	* pulls pants up
	* tucks shirt in
	* zips up or buttons pants
- Exit Stall	* unlocks door
	* opens door
	* steps out of stall
- Wash Hands	* finds sink
	* finds soap
	* applies soap to hands
	* turns water on
	* washes soap off of hands
	* turn water off
	* finds paper towels
	* pulls out paper towels
	* wipes hands dry
	* throws paper towels in the garbage
- Exit Bathroom	* pulls door open
	* steps out
- Enters Coffee Room	* finds room
	* enters room
- Gets Food	* finds table of refreshments
	* takes a napkin

	* picks out food desired
	* places food on napkin
	* gets a drink
- Sits	* finds an open chair
	* sits in chair
- Eats	* eats food
	* drinks beverage
	* wipes mouth with napkin
-Disposal	* finds garbage can
	* throws napkin and any leftover food into can
-Exit Room	* finds doorway
	* exits coffee room
- Enters Classroom	* finds classroom
- Sits	* enters room
	* finds an open chair/desk
	* sits in chair/desk
- Class	* waits for class to start
	* listens when instructor speaks
	* raises hand when has a question
	* asks the question when called upon
	* responds with a answer when appropriate
	* accepts handouts from neighbor
	* passes handout to other neighbor
- Out of Chair	* waits for class to finish
	* stands up from chair/desk
_ Exit Classroom	* finds doorway
	* exits room
- Enters Library	* finds Library
	* opens door
	* enters room
	* closes door
- Card Catalog	* finds card catalog
	* finds a book listed in catalog
	* writes down the number of the book on paper

- Book Shelf	* finds bookshelves
	* finds the shelf of books
	* takes out the book desired
_ Check Out	* find check out area
	* writes name on card in the book
	* hands the book and card to the librarian or deposits card in box
_ Exit Library	* finds door
	* opens door
	* steps out of room
	* closes door
- Enters Kitchen	* finds kitchen
	* opens door
	* steps in
- Drop Off Bowl	* makes sure name is on bowl
	* gives potluck dish to kitchen committee
- Pick Up Bowl	* tells kitchen committee name
	* recognizes bowl when given bowl
	* takes correct bowl
	* says " thank you "
- Exit Kitchen	* finds door
	* opens door
	* exits through door
- Enters Gymnasium	* finds gym door
	* opens door
	* enters gym
- Potluck	* finds table of food
	* gets a napkin
	* gets silverware
	* gets a plate
	* dishes desired food on plate
	* gets a drink

	* carries items to open chair
	* places item on table
	* sits at table
	* eats food
	* throws napkin and leftover food into garbage
	* takes cup, silverware, and plate to dirty dish area
- Exit Gym	* finds doorway
	* steps out of gym
- Enters Nursery	* finds nursery
	* opens door
	* steps in
- Leaves Child	* finds person in charge
	* signs signature on list of left children
	* helps child take off coat, etc. off
	* open locker door
	* place coat, etc. in locker
	* put child's name on locker
	* closes locker door
- Pick Up Child	* signs name to release child
	* gets child
	* finds child's locker
	* opens locker door
	* helps child put coat, etc. on
	* closes locker door
- Exits Nursery	* finds door
	* opens door
	* steps out of nursery